



Suitability of staff Policy

At Rising Stars, we are committed to ensuring that all staff, including students are suitable to work with children. We have systems in place to ensure all staff are suitable to work with or be in regular contact with children. This includes making a decision about suitability as part of the recruitment process and monitoring continued suitability as part of regular staff or student supervision. The director of the company and the manager hold safer recruitment training.

The manager is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of the check are assessed as part of a decision on suitability. At least two clear and satisfactory references will be sought by previous employers. Where possible staff will have thorough checks completed prior to starting employment as part of the recruitment. However, if there are delays in checks coming through, as a last resort staff may work in the setting before these DBS checks are completed, as long as they are supervised by staff that already hold an enhanced check at all times and the check has been applied for. All staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Contribute to but not be involved in looking at a child's learning and development log
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day. We recognise that the enhanced DBS disclosure is only one part of a suitability decision and nursery management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the setting. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the setting procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Staff are required to declare there have been no changes since their last DBS each month.

All staff are required to complete a health declaration, if they state any health concerns or medication is being taken a risk assessment will be completed.