



## Suitable people Policy

- Responsibilities under the Safeguarding Vulnerable Groups Act 2006 will be met.
- All staff involved at present in Early Years has suitable qualifications and or is experienced working with young children and understands Early Years Policies.
- New staff applying for a position in Early Years will need to provide evidence of qualifications, knowledge of childcare matters and experience. References will be checked and there will also be checks on suitability following the Preschool's recruitment interview and vetting procedures.
- An Enhanced Disclosure (DBS) will be obtained in respect of every person aged 16 and over who works directly with the children or who works on the premises.
- Any person who suitability has not been checked including DBS will not be allowed unsupervised contact with the children.
- A member of staff must accompany visitors to the premises at all times and visitors must sign in and out using the Visitor's Register.
- If volunteers or students wish to gain experience in our setting we would follow would meet the person to explain procedures and other areas for example confidentiality.
- The person would not be allowed to be on their own with the children.
- Records demonstrating staff suitability including the unique reference number of the DBS and the date obtained will be kept in the staff information file, which is kept in a secure filing cabinet and held in strict confidence. The staff information will only be available to those who have a right or professional need to see it.
- Staff will sign a disclosure form to declare whether received before or during their employment, all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- Staff information forms are kept in a secure filing cabinet in the setting.

Signed on behalf of Tiny Feet Preschool \_\_\_\_\_ date: \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Role of Signatory \_\_\_\_\_

Policy updated on 03/08/2020