

Suitable People

Policy Statement

The nursery takes its commitment to safeguarding and the welfare of children very seriously and expects all practitioners, students and volunteers to do the same. We are an equal opportunities employer and actively promote a diverse workforce that values people. We aim to ensure that all people working with children are suitable to do so therefore we are vigilant when recruiting new practitioners to join our team. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory guidance.

Procedures

Vetting and Practitioner Selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for recruitment and selection.
- All practitioners have job descriptions which set out their role and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post.
- Applicants are required to complete an Application Form, Equal Opportunities Declaration form and Little Learners DBS Declaration form and will be contacted if they have been selected to attend a face to face interview.
- Applicants who apply through recruitment agencies are required to complete an application form prior to a job offer being made.
- At interview applicants will be asked to provide photo identification (Passport, Residency Card or Photocard Driving Licence).
- Enquiries will be made regarding any gaps in their employment history.
- At least one person on the interview panel will hold relevant Safer Recruitment training.
- If an applicant is successful they will be informed that their job offer is conditional, dependant on the return of 2 satisfactory references and a clear enhanced Disclosure and Barring Service (DBS) check.
- Where an individual has subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep records relating to employment of our practitioners and volunteers; in particular those demonstrating that suitability checks have been done and the date, name, and unique reference number from the certificate.

- We recommend that all practitioners keep their DBS check up-to-date by subscribing to the DBS Update Service.
- Practitioners are expected to disclose any changes to their criminal status i.e. convictions, court orders, reprimands and warnings, which may affect their suitability to work with children. Practitioners are required to confirm termly that there has been no changes to their criminal record.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we take appropriate action to ensure the safety of the children. In the event of disqualification, that person's employment with the nursery will be terminated.
- Where possible new practitioners will not start with the nursery until the DBS check has been completed.
- New practitioners will have a probation period of between three to six months. Their work ethics and performance will be monitored closely during this time and if satisfactory levels are not being met their employment may be reconsidered.
- All new practitioners will undergo an induction with RUSU as well as a nursery specific induction. This will include Health and Safety, reading all nursery policies and procedures, completing online safeguarding training and Prevent training (radicalisation/terrorism).

Notifying Ofsted of Changes

We inform Ofsted of any changes to our Registered Person and the Nursery Manager.

Practitioners Taking Medication/Other Substances

- If a practitioner is taking medication that could affect their ability to care for children we ensure that further medical advice is sought, either from the medical professionals involved in that practitioners care or the company which RUSU uses to carry out Occupational Health Assessments. Where applicable an assessment on the risk of the medication is carried out by a member of the management team. Practitioners will only work directly with the children if medical professionals confirm that the medication is unlikely to impair their ability to look after children properly.
- Practitioners medication which is left at the nursery is securely stored away out of reach of children (see Administering Medicines Policy).

Managing Practitioners Absences

- The management team organises annual leave so that ratios are not compromised.

- Where practitioners are unwell the management team organise cover to ensure that ratios are maintained. Practitioner's absences are monitored and action is taken when required.
- We use a number of reputable childcare agencies and where possible request cover staff who are familiar to the nursery.

