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## **Staff suitability Policy**

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Written by	Gina Backhouse
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Date of review	07/01/18

### **Introduction**

As an Ofsted registered childcare provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end we have provided a policy that meets the EYFS specific requirements 'Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable'. 'Providers must obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children or works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)'. 'Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)'. 'Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for'. 'Providers must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure reference number, the date a disclosure was obtained and details of who obtained it). 'Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm'.

### **Policy**

It is our policy to keep children safe when they are in our care. To ensure this, we have a policy to employ staff who are suitable to work with children.

### **Procedure**

To ensure the suitability of the staff, we will make every reasonable endeavour that every member of staff has an up to date DBS certificate, and that they are enrolled with the DBS update service. We also ensure that staff have achieved appropriate childcare qualifications, have up to date first aid and safeguarding certificates. If any member of staff becomes unsuitable to work with children, then we provide cover until such a time that the situation is resolved.

**Conclusion**

We will ensure that the children are cared for at all times by suitable staff, with up to date and appropriate qualifications.

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Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_

Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_

