

Suitability of Staff

At St Bernards Day Nursery we are committed to ensuring that all staff, including students are suitable for working with children and systems are in place to ensure this is maintained. 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 nursery manager is responsible for ensuring staff and students have an enhanced check with the Disclosure and Barring Service (DBS) and that the results of the check are taken into account during the suitability process.

All nursery staff will be informed of any staff awaiting an enhanced disclosure.

Staff awaiting these checks will not be permitted to:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by other practitioners
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Contribute to but not being involved with children's learning journeys.
- Have access to personal files

While adhering to the list above, we recognise that it is vital a new staff member waiting for the enhanced disclosure feels part of the work force and every effort will be made to support their transition into the setting.

We at St Bernards recognise the enhanced disclosure is fundamentally the first process in recruiting a suitable person and management will endeavour to ensure every individual goes through a vigorous recruitment and induction procedure. It is nursery policy to ensure they receive continued support and training and supervision from management in order to provide a safe, secure and healthy environment for all children. We will act on any information that may come to our attention that suggests a member of staff may no longer be suitable for their role.

All students receive an interview prior to attending our setting and an induction is implemented to ensure they fully understand nursery policies and procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they require.