



Suitable Person Policy

Aims

All adults working in the Early Years Foundation Stage at Two Gates are committed to providing high-quality care for the children.

Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities.

Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Implementation of the policy

The Headteacher, EYFS leader, Senior Management and the Governors must ensure that:

- parents are aware of the policy for recruiting suitable persons to work in Early Years.
- all the adults who care for the children understand the Welfare requirements relating to Early Years.
- any adults providing care have childcare qualifications and experience relevant to their roles.
- staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare.
- the safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in Early Years. Adults employed to work in Early Years are vetted for their suitability to work with children in accordance with the Protection of Children Act and the DCSF requirements.
- The School must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings, they or anyone living in the same household may have which may affect their suitability to work with children (whether received before or during their employment at the setting). School will ensure that staff are aware of the nature of these offences. Employees will be required to sign a declaration to this effect and must inform the school immediately if their situation changes as regards disqualification. School 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.
- 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, there must be a referral to the Disclosure and Barring service. (Section 35 of the Safeguarding Vulnerable Groups Act 2006).
- any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers. Students and volunteers working in Early Years will be supervised at all times.
- Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. School must insure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.
- At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and must accompany children on outings. The First aid paediatric training is a nationally approved and accredited qualification, which is renewed every 3 years.

- all adults working in Early Years are physically and mentally fit to care for children.
- the care provided for the children in Early Years is consistent, safe and meets the particular needs of individuals.
- Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs and to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.
- Child ratios are kept in line with the EYFS statutory guidance September 2014.

Staff:

The EYFS Leader:

- holds a relevant childcare qualification (Teaching qualification) which enables her to carry out the role competently.
- is responsible for the everyday management of Foundation stage and meets the requirements of the Statutory Framework for Early Years.

Recruiting suitable staff

Recruitment:

- When recruiting suitable staff, we advertise the position(s) through Staffordshire County Council.
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- We ask applicants to complete an application form, giving details of their qualifications, and experience.
- We hold interviews for applicants who provide a satisfactory written application.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications.
- We ask applicants to provide referees who can confirm their recent experience of working with children. These referees will be contacted before any interview takes place.

Through the interview process:

- We check that applicants know and understand the requirements of the Statutory Framework for Early Years, taking into account the role and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.

Offers:

- We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of: Enhanced CRB and Staffordshire Safe recruitment guidance.
- Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position.

Students and volunteers

- Qualified members of staff supervise all the students and volunteers working in Early Years.

Training and qualifications

- We offer induction to all new staff, students and volunteers. This includes training for emergency evacuation procedures, safeguarding, child protection, Equality policy and health and safety issues.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence qualifications are held in staff records.
- We use Appraisal so that employees have regular opportunities to discuss their individual training needs with Senior Management.

Links, References and Regulations

Links to other policies

- Organisation
- Care, Learning and Play
- Safety
- Health
- Equal Opportunities
- Performance Management