

Suitable Person Policy

Date: September 2018

Review Date: October 2019

Safe Recruitment

Newton Westpark Nursery has an effective system in place to ensure that all practitioners, students and visitors are suitable to work with children. Miss Birchall the Nursery Director has undertaken safer recruitment training with Wigan Council.

The Nursery expects all people connected with their provision who work directly with children to declare to them all convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children.

In order to achieve Safer Recruitment:

- Members of staff paid / unpaid and student will have an enhanced DBS (Criminal Records Bureau) and will not be able to work within the Nursery unsupervised until completed.
- 2 References will be requested. These will be followed up with a phone call
- Full employment history will be requested and any gaps within their history will be investigated and explanations required.
- Evidence of Relevant Qualifications and identification will be requested.
- Applicant will be interviewed by a minimum of 2 people which will include Management and a Director of the company.

When a candidate is offered a position within the Nursery they will be placed on a period of Probation for 3 months. The new member of staff will undertake an induction to ensure that all relevant information, policies, procedures and good practice are provided.

The new member of staff will be expected to read a copy of all Policies and Procedures and management will complete a staff file which will include all Induction, Supervision, Training, Well Being and Yearly Appraisals so that all relevant information regarding the member of staff are easily accessible but will be stored in the office for confidentiality purposes.

All agency / students / volunteers will receive the nursery induction process and will abide by the nursery policies and procedures. All non-permanent staff will never be left unsupervised at any time.

Management Signature:

Date: