

Suitability of Staff

Waltham Pre-school is committed to ensuring that all staff, including trainee students, volunteers and any agency/supply staff are suitable to fulfil the requirements of their role in order to work with or be in regular contact with children. We have effective systems in place to ensure that this includes making a decision about suitability, as part of the recruitment process and monitoring continued suitability, as part of regular staff and/or trainee student supervision.

The pre-school manager is responsible for liaising with the Head of School and school administrator to ensure that all staff and trainee students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Pre-employment checks are carried out as per the Rise Safer Recruitment Policies and Keeping Children Safe in Education, including application form, references and proof of relevant qualifications and Right to Work in the UK.

All staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, staff may work in the pre-school before these checks are completed at the discretion of the Executive Headteacher following a full risk assessment, including that they must be supervised at all times by staff who already hold an enhanced check.

All pre-school staff will be informed of any staff awaiting enhanced DBS clearance and will be made aware of the risk assessment.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Be involved in looking at a child's learning and development log, but can contribute to it
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in

participating fully in every other aspect of the pre-school day. They will receive a full induction process as they begin their probationary period with us.

We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the pre-school.

All trainee students will also receive an interview to ensure they are suitable for the pre-school and an induction process to ensure they fully understand and are able to implement the pre-school procedures, working practices and values.

All trainee students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.