

# EYFS Suitable Person Policy

POSITIVE RELATIONSHIPS 2.1 Respecting Each other, 2.3 Supporting Learning  
(supports a Unique Child, 1.3 Keeping Safe, 1.4 Health and Well-being)

## **Rationale**

All adults working in Queen's Nursery and Pre-Prep 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.

## **Implementation of the policy in Queen's**

### **The senior management team must ensure that:**

- parents are aware of the policy for recruiting suitable people to work in our school.
- all the adults who care for the children understand the EYFS Principles and follow the statutory guidance.
- any adults providing care have childcare qualifications/ experience relevant to their roles within the school.
- 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 our school. Adults employed to work in Queen's are CRB checked for their suitability to work with children in accordance with the Protection of Children Act and the DCSF requirements.
- 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 our school will be supervised at all times.
- all adults working in Queen's are physically and mentally fit to care for children.
- the care provided for the children in our school is consistent, safe and meets the particular needs of individuals.
- Forest School – that all Forest School activities are lead by a trained Forest School Leader and that if the children are going to camp out over night the minimum qualification of the leader is a BTEC Level 3 Advanced Award in Forest School Leaders.

## **The person in charge/registered person:**

- holds a relevant childcare qualification which enables him or her to carry out the role competently.
- has many years experience in caring for children.
- is responsible for the everyday management of our school and meets the requirements of EYFS statutory guidance.
- ensures that all staff, students and volunteers are aware of the code of conduct for the school and that they behave in accordance with it.

## **Recruiting suitable staff**

### ***Recruitment:***

- When recruiting suitable staff, we advertise the position(s) in (a local paper/national papers).
- 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, in childcare.
- 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 (**not photocopies**).
- We ask applicants to provide (2) 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 EYFS, 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:  
CRB Police checks  
DfES List 99  
Protection of Children Act list.
- Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position.

## **Students and volunteers**

- A qualified member of staff supervises all the students and volunteers working in our school.

## **Training and qualifications**

- We offer a period of induction to all new staff, students and volunteers.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.
- We offer an ongoing training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the registered person.

## **Links, References and Regulations**

### **Links to other policies**

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

### **Children Act Regulations relating to our policy**

OFSTED must be informed of any changes to the person in charge or to adults who live or work on the premises. OFSTED must also be informed of any factors that might affect their suitability to work with children.

Details of the names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises.

### **References**

[DCSF, EYFS September 2008 Statutory Framework: Suitable People p29-32](#)

Review: The Early Year's Team will review the Policy every 2 Years.

Date: January 2011

Signed: