

# Safeguarding and Welfare Requirement: Suitable People



## Employment

### Policy statement

Ready Steady Grow Pre-School is committed to ensuring that all adults working with or having contact with children are safe, suitable, appropriately qualified, well-trained and effectively supervised.

We comply with:

- The EYFS Statutory Framework 2024-25 (Safeguarding & Welfare Requirements)
- Working Together to Safeguard Children 2023
- KCSIE 2024 (as best practice for early years)
- Requirements of the Disclosure and Barring Service (DBS)
- Bromley Safeguarding Children Partnership (BSCP) procedures

We ensure that children are cared for by suitable people at all times, and we maintain robust safer-recruitment and ongoing suitability processes for all staff, students, visitors and volunteers.

We are an equal opportunities employer and do not discriminate on any protected characteristic under the Equality Act 2010.

### Safer Recruitment Procedures

We use recruitment procedures that deter, identify and reject people who might pose a risk to children.

#### **Advertising**

All job adverts include:

- A clear commitment to safeguarding and promoting welfare
- Statement that all applicants will undergo safeguarding checks, including Enhanced DBS + Barred List
- Requirement for full employment history and explanation of gaps
- Statement that references will be taken prior to interview, where possible

#### **Application Process**

Applicants must provide:

- A completed application form (CVs accepted only as supplementary)
- Full employment and education history with explanations for gaps
- Details of two professional references, including most recent employer
- Proof of qualifications
- Right to work documents (Home Office compliant)

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## **Shortlisting**

Shortlisting is conducted by at least two staff members, including the Manager or Deputy.

Shortlisting checks include:

- Scrutiny of employment history and reasons for leaving
- Unexplained gaps identified and followed up before interview

## **Interview Process**

Interviews include:

- Questions relating to safeguarding, values and attitudes
- Exploration of past conduct, professionalism and suitability
- Verification of identity and original qualification certificates

Where a candidate has worked with children previously, we ask:

- Whether they have been the subject of a safeguarding investigation
- Whether they have ever been dismissed, disqualified or barred

## **References**

We obtain:

- A minimum of two written references, including the most recent employer
- Clarification of concerns where information is vague or incomplete
- Confirmation that the referee is genuine and contactable

## **Vetting & Suitability Checks**

Before starting work (or supervised duties), the following checks are completed:

### **Mandatory checks**

- Enhanced DBS with Children's Barred List
- Right to Work check
- Identity verification
- Qualifications verification
- Health and physical capacity declaration
- Overseas police checks, where required
- Disqualification Declaration Form (Childcare Disqualification Regulations 2018)

No member of staff may have unsupervised access to children until all checks are complete.

### **DBS Update Service**

- Staff must maintain an active subscription to the DBS Update Service.
- We carry out regular status checks (minimum termly).
- If an update indicates new information, a fresh DBS check is required immediately.

### **Ongoing Suitability**

All staff must:

- Report any arrests, investigations, cautions or convictions immediately
- Report any changes in circumstances relevant to suitability
- Sign an annual Ongoing Suitability Declaration
- Inform the Manager of any incidents that may impact their ability to safeguard children

# **Safeguarding and Welfare Requirement: Suitable People**

## **Disqualification by Association (Early Years - still applicable in limited circumstances)**

Staff must not live in a household with someone who is:

- Disqualified from working with children
- Subject to specific prohibitions under the Childcare Disqualification Regulations

If disqualification is identified, the staff member must not work with children and Ofsted may need to be notified.

## **Maintaining the Staff Single Central Record (SCR)**

We maintain an up-to-date Single Central Record with:

- Identity checks
- DBS checks (number, date, type)
- Update Service checks
- Right to work documentation
- Qualifications
- Health declarations
- Safer recruitment completion
- References received
- Risk assessments for workers awaiting checks
- Supervision/induction completion dates

The SCR is available for inspection at all times.

## **Induction, Training & Professional Development**

### **Induction (completed within first week)**

Induction includes:

- Safeguarding & Child Protection Policy
- Whistleblowing & Low-Level Concerns Policy
- Staff Conduct & Code of Practice
- Health and Safety Policy
- Emergency procedures
- Behaviour and Mobile Phone/Camera policies
- Key Person role
- EYFS curriculum and teaching expectations
- Tour of premises & routines

### **Mandatory training**

All staff must hold or complete:

- Recognised Paediatric First Aid (12-hour) - always at least one PFA on site
- Safeguarding children training (renewed every 2 years)
- Prevent Duty awareness
- Health & Safety and Food Hygiene
- SEN/Inclusion training, as appropriate

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## **Manager qualifications**

Our Manager, Karen Lockley, holds:

- NCFE CACHE Level 3 Diploma for the Early Years Educator
- Level 3 SENCO qualification
- (Add additional leadership/DSL qualifications here if applicable)

At least 50% of staff on duty hold a Level 2 or above early years qualification.

## **Ongoing Development**

We provide:

- Termly supervisions
- Annual appraisals
- Opportunities for CPD through Bromley Council and external agencies
- Mentoring, observations and reflective practice

## **Staff Conduct, Health & Use of Substances**

### **Medication**

Staff must:

- Disclose medication that could affect performance
- Only continue working if medically confirmed safe
- Store personal medication securely, out of reach

### **Alcohol or drugs**

If a staff member is suspected of being under the influence:

- They will be removed from duty immediately
- Children's safety will be prioritised
- Disciplinary action may follow
- A safeguarding referral will be made where necessary

## **Staff Absence & Contingency Planning**

### **Planned leave**

- As a term-time setting, staff take annual leave during closures.
- Any other leave must be requested with reasonable notice.

### **Sickness**

- Staff must follow the Sickness & Absence Procedure.
- Sickness is monitored, and occupational health referrals may occur if needed.

### **Emergency cover**

- We ensure ratios are maintained through:
- Pre-approved bank staff (fully vetted)
- Increasing hours for part-time qualified staff
- Manager/deputy stepping in when needed
- Emergency agency staff (only if DBS-cleared and identity verified)

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## **Parent volunteers**

- Asking parents to take children home is not compliant with the EYFS and has been removed.

## **Notifying Ofsted**

We notify Ofsted of:

- Change of manager or nominated person
- Serious incidents affecting suitability
- Disqualifications
- Significant event affecting running of the provision
- Any safeguarding allegation against a member of staff

Ofsted contact: 0300 123 1231

## **Data Protection**

All personal information is stored securely in line with:

- UK GDPR
- Data Protection Act 2018
- Our Data Protection & Privacy Policy

## **Policy Review**

All personal information is stored securely in line with:

- UK GDPR
- Data Protection Act 2018
- Our Data Protection & Privacy Policy