**Suitable People Policy**

Emmer Green Pre-school meets the safeguarding and welfare requirement of the Early Years Foundation, ensuring that our staff and volunteers are appropriately qualified and we carry out checks for Criminal and other records through the DBS.

Procedures

Vetting and Staff selection

* Supervisor and Admin to have safer recruitment training
* We work towards offering equality of opportunity by using non-discriminatory.

Procedures for staff recruitment and selection

* We welcome applications from all sections of the Community, applicants will be considered on the basis of their suitability for the post. Regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex or age.
* We follow the requirements of the Early Years Foundation stage and Ofsted on guidance on checking the suitability of all staff and volunteers. This includes obtaining referees and ensuring they have a satisfactory under the Safeguarding Vulnerable Groups Act (2006) and the protection of Freedoms Act (2012) for the vetting and barring scheme (DBS).
* When an individual is subscribed to the DBS update service we carry out a status check of their DBS certificate.
* We need suitable references before staff can start employment at the Pre-school
* We keep all records relating to the employment of our staff and volunteers in particular those demonstrating that suitability checks have been done
* Emmer Green Pre-school staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
* We obtain consent from staff/volunteers to carry out on going on status checks of the update service to establish that their DBS certificate is up to date for the duration of other employment with us.

Notifying Ofsted of Changes

* We inform Ofsted of any changes to our Registered person/Chair/Vice Chair/Treasurer/Secretary.

Staff Taking Medication/Other Substances

If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children in our care if medical advice confirms that the medication is unlikely to impair their ability to look after our children in our care properly.

Staff medication on the premises must be stored securely and kept out of reach of the children at all times.

See Safeguarding Policy

See Equality and Diversity Policy

See Code of Conduct and Staff Handbook

This Policy was adopted by the Pre-school on ........................................

Signed on behalf of the Committee ......................................................

Name of Signatory ............................................................................