

5. Suitable People

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5.1 Employment and Staffing

(Including; vetting, qualifications, contingency plans, training and development)

1. Statement of intent

Jack and Jill Pre-school ensure that people looking after children are suitable to fulfil the requirements of their roles. Our staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring Service in accordance with statutory requirements. We are committed to developing the skills and raising the level of qualifications of our staff. We provide appropriate staffing ratio to ensure children have sufficient individual attention to provide care, learning and development of a high quality.

2. Procedures

Organisation

- We use the following minimum ratios of adults to children:
 - children under two: 1 adult:3 children
 - children aged two: 1 adult:4 children
 - children aged three and over: 1 adult:8 children
- A minimum of two staff are present at all times during operational hours.
- We have a named Deputy Manager who is capable and qualified to take charge in the absence of the Manager.
- During operational hours there is a named designated; Manager; Designated Safeguarding Lead (DSL); Room Leads; at least two First Aiders and a Fire Warden on the premises.
- Children are supervised at all times, with staffing arrangements organised to meet the individual needs of all children.
- We inform parents/carers about staff deployment.

- We have contingency plans in place to cover staff absences to ensure both adult:child ratios and high quality care, learning and development are maintained.
- Staff under the age of 17, volunteers and students are supervised at all times and are not included in the required adult:child ratios.

Safer recruitment and selection procedure

Safeguarding and promoting the welfare of children is an integral part of the setting's recruitment process and plays an essential part in creating a safe environment for children.

We commit:

- To recruit and employ people on the basis of their skills, experience, knowledge and ability to safeguard children.
- To ensure that no applicant or employee is subject to discrimination of any kind on the grounds of having, or being perceived as having, or being associated with someone who has, a protected characteristic, as defined by the Equalities Act 2010.
- To advertise for staff and management using a mixture of methods.
- To follow Safer Recruitment practice.
- Training, supervision, development and progression opportunities will also be available to all staff.

Aims:

To set out a recruitment process that will:

- Attract and select the best possible applicants to vacancies.
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people.
- Meet the statutory requirements of the Equality Act 2010.
- Treat all applicants fairly.

Recruitment and selection procedures

Stage 1 - Job review

We will consider whether each job is necessary. For a post to be advertised it must meet both our needs and our legal responsibilities. We will review each job and create (or amend) recruitment materials accordingly to make sure that they; are in line with Jack and Jill's policy on Equalities; do not contain discriminatory criteria and accurately reflect the requirements of the post.

Stage 2 - Prepare recruitment materials

Job description (details of the duties and responsibilities) should include;

- The objective of the job
- The main duties and responsibilities
- Details of available training
- Details of hours
- Details of any travel involved
- Salary details
- Name of the supervisor
- Responsibility for staff and volunteers (if any)
- Duty of responsibility for implementing the organisation's policies and procedures

The job description will not include any criteria which are not necessary for the role and might discriminate.

Person specification

- Highlight the essential and desirable skills and qualities required for a job. It will vary according to the job description.

Members of the interview panel will draw up the person specification before the job is advertised, using the job description. It will be sent out with the application form.

Application packs

All application packs must include:

- Application form; front sheet containing personal information will not be seen by the shortlisting panel.
- Job description and person specification.
- Equalities and diversity monitoring form on a separate sheet with a stamped addressed envelope for its return.
- Set of application guidelines.
- Additional information stating the closing time/date for applications, anticipated date/s of interviews and whether unsuccessful applicants will be informed.
- Safeguarding and Child Protection Policy.

Stage 3 - Advertising

- In the interests of equality and diversity the organisation will ensure that all job vacancies are advertised in a variety of places to attract applicants from all of the community.
- Wording of the advert will communicate clearly our specific requirements and not use discriminatory language, unnecessary jargon or superfluous details. We will include the statement: "Jack and Jill is committed to promoting Equality and Diversity," in all job advertisements, both internal and external.
- Adverts will also state the organisations commitment to safeguarding and child protection.

Stage 4 - Shortlisting

- We will consider all candidates against the job specification, using the information contained in the applicant's application form, to select a short-list of candidates to be invited to attend interview.
- All applicants must complete an application form; we will not accept C.V.'s.
- We will ensure that shortlisting and interviewing is carried out by more than one person.
- Candidates will be shortlisted for interview only if they meet the essential criteria in the Person Specification. Desirable criteria will only be used if there are too many candidates meeting the essential criteria to interview.

Stage 5 - Interviewing

- The Early Years Foundation Stage 2014 (EYFS) now requires that employers identify if an applicant has sufficient understanding/use of English.
- This could be identified by using a number of methods, e.g. formal Q&A's, observing applicant with children, written task/evaluation exercise that is appropriate to the job role.

Preparing to interview

- All interviewers will be offered training in equalities and interviewing techniques, wherever possible.
- At least one person on the panel will have attended Safer Recruitment training.
- Questions will be prepared in advance by the panel and will address/include:
 - The job role and person specification requirements.
 - Value based questions to help find out the suitability of candidates.
 - Follow up questions to clarify any answers made by the candidate.

- Questions to clarify any information given on the application form.
- Similar questions will be asked of all candidates.
- At least 2 people make up the interview panel.
- Personal questions about family commitments, impairment, marital status, age, country of origin etc., would be considered discriminatory and must be avoided.

Interviewing

The format for interviews will be;

- Introduce panel members.
- Tell the person more about the job and ensure they are present for the job as advertised.
- Ask questions relating to the person specification and job description.
- Ask questions that address the suitability and values of the candidate
- Provide an opportunity for the candidate to ask questions.
- Ask if anything is unclear.
- Tell the applicant when the decision will be made and how s/he will be notified.

During and following interviews

- Panel members will keep notes on each candidate and their responses.
- Panel members will discuss the responses of each candidate and how closely they match the person specification and job description.

Interviewing the leader/suitable person

- We are aware that Ofsted will no longer vet and interview the leader in charge of the day to day running of the childcare provision.
- Therefore, we must incorporate into the interview process a 'suitable person' interview for candidates.
- This could be done either as an extended interview or as a two-stage process i.e.: two rounds of interviews/vetting – the first to interview short listed applicants, and the second to interview/vet the best candidates from the first round to assess their suitability to be the leader in charge of the day to day operations.

Information and record keeping

- We will inform Ofsted if there is a change to the leader/suitable person (preferably in writing). We will keep evidence of our recruitment procedure to show Ofsted when they next visit the setting. *(NB: Notes of replies to the questions and how the decision was reached will be kept, as candidates are entitled to ask for justification of decisions and can approach a tribunal if they feel they have been discriminated against).*

Stage 6 - Employing staff

- We will ensure the selected applicant has the relevant training and qualifications for the role.
- If not applied for in advance due to a request from the applicant, we will apply for references (at least 2, with one being from the most recent employer) and health reports (if appropriate).
- We will ask referees to respond as soon as possible, follow up any outstanding references and ask referees further questions where necessary.
- We will send referees the job description and person specification and ask them to comment on the candidate's ability to carry out the duties listed and suitability for the post.
- We will apply for a DBS (Disclosure and Barring Service) check and any other necessary checks on all staff including the leader/suitable person, unless employees have signed up to the DBS update service, (as long as the original DBS check was for the same level and checked the correct barred

list), in which case we will seek their permission to check for any changes to their status since the last check.

- We will check the disqualification status of new employees prior to them starting work and on an ongoing basis.
- Any relevant information must be checked against the guidance provided in “Disqualification under the Children Act 2006” (Dfe 2016) and appropriate action taken.
- We will check identity, address and eligibility to work in the UK from the appropriate documents:
 - **Name & address** - Birth certificate, passport, driving licence, utility bills and marriage certificate, divorce details, deed poll (where their name has changed).
 - **Eligibility** - National insurance number or P45, P46, P60 or work permit.
- We will ensure the new employee is aware of their probationary period.
- We will prepare an induction programme for the new employee.
- We will offer the job to the candidate subject to successful references and DBS check.

Induction process

- Prior to induction all staff are provided with a job description which sets out their roles and responsibilities.
- Prior to commencement of employment all new staff and volunteers are issued with a comprehensive induction pack (see Staff Recruitment Procedure).
- All new staff and volunteers are required to complete an induction form.
- We provide staff induction training in the first week of employment which includes emergency evacuation procedures, safeguarding, child protection, equality of opportunity, and welfare issues.
- The induction period lasts two weeks. The Managing Director or Deputy Manager has overall responsibility for the induction of new staff and volunteers. The Board of Directors are responsible for the induction of a new manager.
- During the induction period, the individual must demonstrate an understanding of, and compliance with; policies, procedures, tasks and routines.
- Successful completion of the induction period forms part of the probationary period.
- Records are kept of induction training sessions and new staff and volunteers are asked to sign the records to confirm they have taken part.

Covering absent staff

- Where it is not possible to implement this procedure in full (e.g.: emergency cover), staff should be sought from an organisation that follows a similarly rigorous recruitment and selection procedure (this includes agencies).

Reviewing the policy

- This policy (and its implementation) will be reviewed annually to ensure that individuals are recruited and selected on the basis of their abilities, merits and the requirements of the job.
- This policy links to supervision and training of staff and is part of our ongoing commitment to creating a work culture where safeguarding of children is prioritised.

Qualifications

- The Manager with overall responsibility for the Pre-school holds at the least a relevant level 3 qualification with a minimum of five years’ experience of working in an educational setting.
- The Childcare Room Leads hold at the least a full and relevant level 3 qualification. They have a minimum of three years’ experience of working in an Early Years setting.
- Deputy Childcare Leads hold at least a level 3 qualification that is deemed, ‘full and relevant’ and have at least three years’ experience of working in an Early Years setting.
- All other *Early Years Practitioners* hold at least a full and relevant level 3 qualification.

- Staff working in the rooms that do not hold a relevant qualification may be working towards a full and relevant qualification at level 3 as an *Early Years Practitioner's Assistant*.
- All staff supervising snack and meal times hold a relevant level 2 qualification in food hygiene and have current paediatric first aid training.

Training and staff development

- The Managing Director has overall responsibility for identifying training needs and allocating resources to meet them.
- Staff identified as requiring training, and professional development opportunities, are supported by the Pre-school to ensure staff offer quality learning and development experiences for children.
- In the event that Local Authority or other bursary funding is not available the Pre-school will consider funding the cost of the training programme. The funding does not include payment of salary and is limited to one member of staff per annum.
- When funding for training is provided staff are required to comply with a Training Agreement.
- General training, such as first aid, food hygiene, fire safety warden or one day courses are funded by the Pre-school and includes payment of normal salary and overtime pay if relevant.
- We consider requests from members of staff to take unpaid leave for study or to undertake additional training.
- Paid study leave can only be undertaken during working hours when funding is available.
- We ensure staff knowledge and understanding of safeguarding and welfare issues is updated at bi-annual staff meetings and/or when required.
- We ensure Early Years Practitioners knowledge and understanding of the learning and development requirements is updated at bi-annual staff meetings and/or when required.
- Early Years Practitioners have the opportunity to discuss any issues at Key Carer meetings (particularly concerning children's development or well-being); identify solutions to address issues as they arise; and receive mentoring and coaching to improve their personal effectiveness.
- We support our staff and promote good practice through effective supervision by Line Managers and Deputies.
- Staff are required to demonstrate they have read the Pre-school policies and procedures.

Changes to staff/directors (including disqualification)

- We inform Ofsted of any change to the person with overall responsibility for managing the Pre-school, where reasonably practical this is done in advance.
- We inform Ofsted of any significant event (such as the disqualification of an employee) that is likely to affect the suitability of any of the directors or any member of staff/volunteer who has regular contact with, children on the premises.
- Where a director or member of staff/volunteer is dismissed from the setting because of misconduct relating to a child (or resigns before they would have been dismissed) we make a referral to the DBS.
- We comply with regulations made under Section 75 of the Childcare Act 2006 in relation to persons disqualified from providing, or working in, registered Early Years provision and childcare.
- In the event of the disqualification of a Director he or she will not continue to act as an Early Years provider nor be directly concerned with the management of the Pre-school.
- We do not employ any person who is disqualified. In the event of the Pre-school becoming aware an employee is disqualified he or she will be suspended from working in the Pre-school until the circumstances have been resolved.
- In the event of the disqualification of a director or a person employed in the Pre-school we will notify Ofsted (through disqualification@ofsted.gov.uk), providing full details as required as soon as reasonably practicable, but at the latest within 14 days.

- The Pre-school will inform the disqualified person that Ofsted has been informed. We will explain the implications and that they (and not the Pre-school) may apply to Ofsted to waive their disqualification.

Termination of employment

- On request the Managing Director will provide factual references for staff who have left employment within the last two years.
- References may not necessarily be supplied to a former member of staff when Jack and Jill Pre-School Limited is not their last employer.
- Former staff are required to return all written material (held on paper or electronically) which was made or acquired during the course of their employment.
- Former staff are required to return all property (including uniforms) belonging to the Pre-school.
- The duty of confidentiality remains in place following termination of employment unless required by law, or if a child is at risk of harm.

4. Further guidance:

- Gov.uk
- Working together to safeguard children
- www.acas.org.uk

5.2 Student and Volunteer Placements

1. Statement of intent

Jack and Jill Pre-school offers placements to students undertaking early years training, school pupils on work experience and volunteers. We intend to provide students with experiences that contribute to the successful completion of their studies and provide examples of quality practice in Early Years care and education.

2. Procedures

General

- We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
- Students and volunteers are issued with a comprehensive induction pack and are required to complete an induction form.
- We provide students and volunteers, at the first session of their placement, with a short induction on how the Pre-school is managed, our policies and procedures and how our sessions are organised.
- Students and volunteers are required to comply with the Pre-school policies and procedures.
- Volunteers are not permitted to lift children or equipment.
- We do not admit students and volunteers in numbers that hinder the essential work of the Pre-school or prevent us from meeting the individual needs of children.
- We supervise all students and volunteers and do not allow them to have unsupervised access to children.
- As part of induction, students and volunteers are required to complete an Employee Health Declaration Form.
- Students and volunteers are not permitted the use of personal mobile phones, cameras or any other device capable of capturing still or moving images and/or recording data on the premises, apart from in the staff room.
- We do not recommend that students and regular volunteers are the parents/carers of children currently attending the Pre-school.

Confidentiality

- Students and volunteers are required to comply with our 'Confidentiality and client access to records' policy and sign a confidentiality disclaimer.
- Everything seen and heard at the Pre-school is treated as confidential and not discussed outside the Pre-school.
- Students and volunteers obtain written permission from a child's parents/carers if they wish to make use of a child's photograph, observations or studies.
- The identity of the Pre-school, children and members of staff will not be disclosed (names will not be used).
- Students and volunteers are permitted to use the Pre-school camera only.
- All data held electronically will be stored on devices that are encrypted and password protected.
- All records stored electronically or in paper form will be deleted in line with our Documentation policy.
- Students and volunteers comply with the requirements of GDPR and the Data Protection Act 1998 and 2003.
- In addition to our responsibilities under GDPR, we are aware that, when students are on placement, it is ultimately the responsibility of the school/college/university (as the Data Processors) to give clear guidance to students.

Students

- We require students on qualification courses over the age of 16 years to be suitable to fulfil the requirements of their role and have enhanced Disclosure and Barring Service (DBS) checks carried out.
- All students are required to provide details of two referees (one of which includes their current college or school).
- Students undertaking qualification courses who are placed in the Pre-school on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent and responsible.
- We ensure that students placed with us are engaged in 'bona fide' early years training, which provides them with the necessary background understanding of children's development and activities.
- We co-operate with students' tutors in order to help students fulfil the requirements of their course of study.
- We communicate a positive message to students about the value of qualifications and training.
- Students required to conduct child studies must obtain written permission from the child's parents and/or carers, the Managing Director and the child's Key Carer.
- Schools/colleges/universities of prospective students carry out their own inspection of the Pre-school prior to placement.
- Students are required to wear a college uniform when one has been supplied and to wear a name badge supplied by the Pre-school.

Assessors

- Assessors are allowed to attend the Pre-school by appointment only.
- Assessors do not have unsupervised contact with children.
- Assessors are not permitted the use of personal mobile phones, cameras or any other device capable of capturing still or moving images and/or recording data on the premises, apart from the staff room or office.

- When student assessors are in the Pre-school (and children are present) they may use a personal laptop only when the recording device (webcam) has been covered (with the written permission of the owner/user) by a suitable label supplied by the Pre-school.

Volunteers

- Volunteers are required to provide details of two referees and proof of identification.
- Volunteers are provided with a written description of their role, and a visitor's badge.
- DBS checks may be carried out for long term volunteers.

5.3 Supervision of Staff

1. Statement of intent

Jack and Jill Pre-school believe that regular and effective supervision of staff improves practice, promotes good quality early years provision and promotes the interests of children. Supervision fosters a culture of mutual support, teamwork and continuous improvement and ensures the highest standards of safeguarding for children and adults.

2. Procedures

Purpose of supervision is:

- To review and reflect on good practice through discussion, reports and observations which will include:
 - welfare and safeguarding of children and adults;
 - reflection on experience and feelings about work and relationships with children, families, colleagues and other professionals;
 - discussion and feedback on work, in particular, concerning children's development and welfare;
 - identification of any professional development and training, and appropriate support;
 - provide an opportunity for feedback on experience/expectations of supervision;
 - ensure organisational and staff accountabilities are developed.

Supervision structure

- The Managing Director and/or Deputy Manager are responsible for monitoring and evaluating supervision.
- Supervision is carried out in addition to staff appraisals. Each member of staff has a named supervisor:
 - a member of the Board of Directors supervises the Managing Director
 - the Managing Director supervises the Deputy Manager, Office staff and the Pre-school meal supervisors;
 - Childcare Leads supervise Childcare Deputies, Childcare Practitioners and regular volunteers;
 - students are usually supervised by their practice educator.

Roles and responsibilities

Supervisors will:

- Ensure that staff receive appropriate amount of regular supervision.
- Arrange supervisory meeting dates.
- Give appropriate support and offer coaching if applicable.
- Make a written record of the meeting which will be mutually agreed by both/all parties.

Supervisees will:

- Value the importance of supervision.
- Attend and actively contribute to supervision meetings.
- Be open to challenge and receive and give constructive feedback.
- Agree and act on decisions and actions agreed.

General

- We have a Staff Supervision Agreement which is signed by both parties.
- Both the supervisor and supervisee will be fair and open and promote equality and trust.
- Matters discussed are treated as confidential unless it is agreed it is necessary to discuss them elsewhere.
- All meetings take place on the Pre-school premises.
- Supervision sessions are recorded and include any decisions made and actions agreed with identified timescales. They are shared and agreed with the supervisee/s.
- Supervision records are subject to regular audits by the Managing Director or Deputy Manager.
- Supervisors receive specific training that includes general supervision skills and information for using standards and documentation.

Individual supervision

- Individual supervision is carried at least annually. This may be more frequent if deemed necessary.
- Meetings take place in private and on a one to one basis.
- Records are stored securely in the individual's personal file in the office and a personal copy is given to the supervisee.
- Every staff member also attends one appraisal meeting annually.

Group supervision

- Group supervision is carried out each term
- Meetings take place as a team and are incorporated into team planning meetings
- Records are stored securely in the supervision folder in the office.

4. Further guidance

- Supervision in the Yearly Years Foundation Stage (Ofsted Oct 2012)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- Working Together to Safeguard Children (2018)

5.4 Whistleblowing

1. Statement of intent

Jack and Jill Pre-school are committed to the highest possible standards of conduct, openness, honesty and accountability. We enable members of staff to raise concerns about practices and procedures within the Pre-school and, if necessary, externally. Members of staff can report concerns in a way that is not seen as disloyal to the Pre-school or colleagues.

2. Procedures

Responsibilities

- All members of staff, including agency staff, students and volunteers, are made aware of their individual responsibilities to identify any inappropriate behaviour displayed by a member of staff, manager or member of the Board of Directors.
- Parents/carers and visitors are also able to report concerns they may have in line with this policy.
- All members of staff are aware that they have a legal duty to report any safeguarding or child protection concerns about anyone who has contact with children.

- Possible concerns may include the following:
 - conduct which a member of staff may consider to be a criminal offence;
 - disclosure relating to miscarriages of justice;
 - health and safety risks, including risks to the public as well as other members of staff;
 - possible fraud or corruption;
 - breaches of procedures;
 - environmental risks;
 - failure to comply with legal obligations;
 - sexual, physical or verbal abuse of children or adults;
 - any other behaviour which a member of staff genuinely finds unacceptable or inappropriate;
 - the deliberate concealing of information relating to any of the above matters.

Reporting general concerns

- When a member of staff has a concern they are encouraged, in the first instance, to bring this to the attention of a Room Lead, the Managing Director or Deputy Manager.
- Where a concern relates to the Managing Director or another Director, staff are aware of their responsibility to bring the matter, in the first instance, directly to the attention of another Director or Directors.
- Concerns will be treated as confidential however staff are aware that in certain circumstances, for example if an investigation is undertaken, the source of the information may be revealed.
- Members of staff raising a concern will not be subjected to any reprisals, harassment or victimisation by other members of staff, management or the Board of Directors.
- Anonymous concerns will be considered, however, the Pre-school and/or any other authority involved will take into account the following:
 - the seriousness of the issues raised;
 - the credibility of the allegation;
 - the likelihood of confirming the concerns from attributable sources;
- When a member of staff is unsure about how to raise their concerns they may, in confidence, discuss the matter with an outside agency, for example a professional body, Early Year's Advisor or Trade Union.
- Members of staff can seek free independent advice from the charity Public Concern at Work.
- When a member of staff has raised concerns within the Pre-school, but consider they are not being properly addressed, they may discuss the matter, in confidence, with another relevant authority such as the police, Health and Safety Executive or Ofsted.
- Members of staff report any concerns as soon as practical and explain what is concerning them and why.
- Members of staff are not expected to have proof but they are required to demonstrate sufficient grounds for the concerns.
- Disciplinary action may be considered for a member of staff who raises a false or malicious allegation.
- We offer support to the member of staff (whistle blower) during any investigation of the concern.

Reporting child protection concerns

Members of staff

When a member of staff has a concern relating to another member of staff they bring this to the attention of a Room Lead, Child Protection Officer, the Managing Director or Deputy Manager and/or directly to Children's Social Care (through First Response), Bristol Local Authority Designated Officer (LADO), Ofsted and/or the police.

- Where a concern relates to the Managing Director or another Director, members of staff are aware of their responsibility to bring the matter directly to the attention of Bristol LADO and Ofsted.
- Members of staff report any concerns, suspicions or uneasiness as soon as practical and explain what practice is concerning them and why.
- We follow the same procedure as 'Allegations Against Staff/Volunteers (see policy 1.2 Safeguarding children and child protection).
- We follow procedures set out 'What to do if you're worried a child is being abused'.

Other adults

- When a member of staff has a concern relating to another adult they bring this to the attention of a Room Lead, Child Protection Officer, the Managing Director or Deputy Manager and/or directly to Bristol City Council Children's Social Care and/or the police.
- Members of staff report any concerns, suspicions or uneasiness as soon as practical and explain what practice is concerning them and why.
- We follow procedures set out 'What to do if you're worried a child is being abused'.

4. Further guidance

- Working Together to Safeguard Children (DFE 2018)
- What to do if you're worried a child is being abused (2003)
- Guidance for safer working practice for those working with children and young people in education settings (DFE 2015)

5.5 Disclosure checks on staff, volunteers and students

1. Statement of intent

Jack and Jill Pre-school ensure that people looking after children are suitable to fulfil the requirements of their roles. All staff, volunteers and students are checked for criminal records through the Disclosure and Barring Service (DBS - formerly Criminal Records Bureau) in accordance with the Disclosure Service Code of Practice for organisations using an umbrella agency.

2. Procedures

General

- An enhanced DBS disclosure is required for every person over the age of 16 years who works on the premises when children are present whether or not they work directly with children.
- Staff and volunteers are required to subscribe to the DBS Update Service and give consent for status checks to be carried out.
- We require students on qualification courses over the age of 16 years to show the Managing Director or Bursar their original DBS certificate.
- Disclosure information is only used for the specific purposes for which it has been requested and with the applicants' full consent.

Processing DBS applications and disclosures

- Completed DBS information forms are kept in the applicants' personal file in a secure lockable cabinet.
- The Administrator is responsible for ensuring application forms are completed correctly and for checking identity documents and verifying the applicants', name, date of birth and current address.
- The Managing Director or Bursar makes a decision on the individuals' suitability on receipt of the disclosure certificate.
- The disclosure certificate is retained by the applicant.

- A record is taken of the disclosure certificate reference number and the date on which it was completed. This information will be added to the individuals' personal file and is accessible only to the Office staff.

4. Further guidance

- CRB Code of Practice 2009

Legal framework

The Equality Act 2006 and 2010

Childcare Act 2006

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

Disqualification from Caring for Children (England) Regulations 2002

Childcare (Disqualification) Regulations 2009

Childcare Act 2006

Data Protection Act 1998

Data Protection (Amendment) Act 2003

Public Interest Disclosure Act (PIDA) 1998

Data Protection Act 2018

Freedom of Information Act 2000

Children Act 1989

Children Act (Every Child Matters) 2004

Rehabilitation of Offenders Act 1974

Police Act 1997

Please also see policies and procedures relating to:

Safeguarding children and child protection

Valuing diversity and promoting equality

First aid

Sleeping children

Induction pack

Interview pack

Staff Supervision

Documentation

Contact details:

Ofsted - Telephone: 0300 123 1231 / enquiries@ofsted.gov.uk / disqualification@ofsted.gov.uk

www.acas.org.uk

Police 999/112 or Child Abuse Investigation Team (CAIT): 0117 945 4320

First Response www.bristol.gov.uk/social-care-health/first-response-referral-form

Telephone - 0117 903 6444

Outside office hours - Emergency Duty Team - 01454 615165

Bristol Local Authority Designated Officer (LADO): Nicola Laird Tel: 0117 903 7795

Mob: 07795 091020 / nicola.laird@bristol.gov.uk

Ofsted dedicated whistleblowing hotline - 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) / whistleblowing team - whistleblowing@ofsted.gov.uk.

Public Concern at Work (PCAW):

Tel: 020 7404 6609

Email: whistle@pcaw.demons.co.uk
www.pcaw.co.uk

This policy was adopted by the Board of Directors on:

Signed on behalf of the Pre-school by:

Mrs Claire Hollingdale (Managing Director)

Date: