

# Suitable Person Policy

## Aim

All adults working in Sidcup Baptist Church Playgroup 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 Sidcup Baptist Church Playgroup

### The management committee must ensure that:

- parents are aware of the policy for recruiting suitable persons to work in Sidcup Baptist Church Playgroup.
- all the adults who care for the children understand the Safeguarding and Welfare Requirements relating to the Early Years Foundation Stage.
- any adults providing care have childcare qualifications and experience relevant to their roles within Sidcup Baptist Church Playgroup.
- 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 Playgroup. Adults employed to work in our playgroup are vetted for their suitability to work with children in accordance with the Childcare Act 2006 and the DfE requirements. This includes undergoing a DBS check through GBG Online Disclosures
- 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 playgroup will be supervised at all times.
- all adults working in our playgroup are physically and mentally fit to care for children.
- the care provided for the children in our playgroup is consistent, safe and meets the particular needs of individuals.

### The person in charge:

- holds at least a full and relevant level 3 childcare qualification which enables her to carry out the role competently.

- has at least 5 years' experience in caring for children.
- is responsible for the everyday management of our playgroup and meets the legal requirements relating to safeguarding and welfare as set out in the Statutory Framework for the Early Years Foundation Stage (2017)
- ensures that all staff, students and volunteers are aware of the code of conduct for our playgroup and that they behave in accordance with it.

## **Recruiting suitable staff**

### ***Recruitment:***

- When recruiting suitable staff, we advertise the position(s) through the local churches, through the Bexley website and in the local 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 playgroup.
- We ask applicants to complete an application form giving details of their full employment history as well as 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.

### ***Through the interview process:***

- We check that applicants know and understand the requirements of the Early Years Foundation Stage, 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:***

- Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position, having first made a verbal offer by phone call. This offer will be conditional on receiving satisfactory references and an enhanced DBS check.
- Any matter revealed in a DBS check will be discussed with the applicant before withdrawing a conditional offer of employment.

## **Students and volunteers**

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

## **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 access ongoing training provided by the Early Years Team, the Early Years Alliance and the Bexley Safeguarding Children Board (SHEILD) 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.

## **Supervision**

- See attached contract

## **References and Regulations**

### **Reference to the Early Years Foundation Stage safeguarding and welfare requirements**

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

Adults looking after children must have appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

### **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**

Department for Education: Statutory Framework for the Early Years Foundation Stage (2017)