

Staff Suitability Policy

At Little Acorns Kindergarten, we are committed to safeguarding and promoting the welfare of all children. We ensure that every adult working or volunteering in our setting is suitable to do so, in accordance with the Early Years Foundation Stage (EYFS) statutory requirements and relevant legislation.

**Recruitment and Vetting**

* All staff and volunteers undergo a robust safer recruitment process, including:
	+ **Enhanced DBS checks** with barred list clearance
	+ **Identity verification** and right-to-work checks
	+ **Reference checks** from previous employers
	+ **Qualification verification** using original certificates
* Staff must complete a Suitability to Work Declaration prior to employment and at regular intervals thereafter.

**Ongoing Suitability Monitoring**

* Staff are required to disclose any changes in personal circumstances that may affect their suitability to work with children.
* Suitability is reviewed during supervisions and appraisals, with clear opportunities for staff to raise concerns.
* Staff must confirm they are not living with or associated with anyone disqualified from working with children.

**Disqualification and Reporting**

* Staff found to be disqualified under the Childcare Act 2006 or related regulations will be immediately suspended pending investigation.
* We will report any disqualification or safeguarding concerns to Ofsted and the Disclosure and Barring Service (DBS) within the required timeframe.
* Staff may apply for a waiver of disqualification through Ofsted, but will not be permitted to work with children until clearance is confirmed.

**Training and Conduct**

* All staff receive safeguarding training, including updates on suitability requirements.
* Staff must adhere to our Code of Conduct, maintaining professional boundaries and acting in the best interests of children at all times.

**Record Keeping**

* We maintain a Single Central Record documenting:
	+ DBS numbers and dates
	+ Qualification details
	+ Vetting and identity checks
	+ Suitability declarations