



Suitable Person Policy

Rationale

All adults working in school are committed to providing high-quality care for the pupils.

Our primary concern is the safety and welfare of the pupils and that 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 ongoing training continues.

Employees will work in line with a job description.

Implementation of the Policy

The management team must ensure that:

- any adults providing care have childcare qualifications and experience relevant to their roles within the setting, or are working towards these qualifications.
- staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- the safety and welfare of the pupils are paramount when staff are recruited and when students and volunteers are accepted to work in our school. Adults employed to work in the setting are vetted for their suitability to work with children in accordance with Keeping Children Safe in Education Sept 2020 and the DfES requirements.
- 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 working in the setting will be supervised at all times. Volunteers will be volunteer DBS checked in line with our parent helper policy.
- a volunteer's pack is issued prior to work experience explaining school policy and procedures
- the care provided for the pupils in our setting is consistent, safe and meets the particular needs of individuals and is in line with KCSIE (Sept 2020).
- we use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the Head Teacher.

Reviewed September 2017 AC

Reviewed November 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 AC