



Suitability of Staff

March 2024

At YMCA Childcare we are committed to ensuring that all staff, including students, volunteers, and agency/supply are suitable to work with, or be in regular contact with, children. We have systems in place to ensure that this includes: making a decision about suitability as part of the recruitment process and monitoring continued suitability, as part of regular staff or student supervision.

The Childcare Manager is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, as a last resort staff may work in the setting before these checks are completed as long as they are supervised at all times by staff who already hold an enhanced check, have at least one reference returned and the check has been applied for.

All our staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will **never**:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Be involved in looking at a child's learning and development log, but can contribute to it
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of day to day life in the setting.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and childcare management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the YMCA Trinity Group recruitment procedure). We will also ensure they receive





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continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the setting. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also receive an interview to ensure they are suitable for the setting and an induction process to ensure they fully understand and are able to implement the setting procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

We request confirmation that all necessary checks have been completed by the agency before using any supply/agency staff. We have a short induction prior to them working with the children. It is our policy that all agency/supply staff are fully supervised and not left alone with children.

Once checks are obtained we record the criminal records check reference number, the date the check was obtained and details of who obtained it. We also collect this information for any agency/supply staff prior to using them.

This policy was reviewed on:	Reviewed by:	Date for next review:
01.03.2024	K. Streater	01.03.2025
Signed on behalf of YMCA Trinity Group:		

