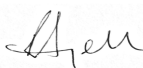




Suitability & Disqualification

Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

Policy

Otters Nursery Schools ensure that all people looking after the children are suitable & fulfil the requirements of their roles. We have effective systems in place to ensure that all persons who have regular contact with the children are suitable.

We carry out checks for enhanced criminal and other records through the Disclosure & Barring Services (DBS) in accordance with statutory requirements.

Otters Nursery Schools will not start to ,or continue to , employ any person or allow any person contact with the children who is disqualified from working with children.

Otters Nursery Schools will not start to ,or continue to , employ any person or allow any person contact with the children when they receive information that may lead to disqualification from working with children.

We inform all persons in regular contact with the children of our Suitability & Disqualification Policy & Procedure.

We keep updated with staff unpaid & paid suitability to work with children & take necessary action should a person becomes unsuitable.

We inform Ofsted (phone number 0300 1231231)if we become aware of relevant information which may lead to disqualification of any member of staff , paid or unpaid, volunteer or student from working with children.

To ensure suitability to work with children Company Directors, Managers & ALL staff paid & unpaid, students and volunteers must follow the Procedure :

Procedure

- Before working or attending at the Nursery complete the Criminal Checks required through the Disclosure & Barring Services (DBS) in accordance with statutory requirements.
- Sign the Employment Contract and Employment Declaration or Volunteer Declaration to agree to disclose to the Manager any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
- If a disclosure is made the Manager must inform Ofsted (phone number 0300 1231231) as soon as is practicable.

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- If a disclosure is made the Manager must inform the LADO within 24 hours & Follow the Safeguarding Procedure
- If a disclosure is made the Manager must inform the Designated Company Director R. Angell within 24 hours ((07907 469684).
- The Manager must follow the Procedure for Staff Investigation, Monitoring & Oversight.
- The Designated Company Director for Safeguarding R. Angell must provide Ofsted (phone number 0300 1231231) with the following information when relevant : details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006. The date of the order, determination or conviction, or the date when the other ground for disqualification arose. The body or court which made the order, determination or conviction, and the sentence (if any) imposed . A certified copy of the relevant order.
- In the case of the Manager or Company Director he/she must disclose to the Designated Company Director R. Angell or in the case of R. Angell to another Company Director and the Designated or other Company director will inform Ofsted (phone number 0300 1231231) as soon as is practicable, LADO within 24 hours & follow the Safeguarding Procedure.
- Sign the Employment Declaration or Volunteer Declaration to agree to abide by all Otters Nursery School Policies & Procedures.
- Staff paid or unpaid failing to either sign Contracts & Declarations or abide by this Procedure will face disciplinary action which may include suspension & dismissal.
- In the event of disqualification Otters Nursery School will not continue to employ that person and their contract of employment will be terminated with immediate effect.
- In the event of disqualification Otters Nursery School will not continue to allow a company director to be directly concerned with the Management.