



# NEW STAFF Policy

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Grassroots Nursery will make every effort to ensure that all new staff have received their clear Enhanced DBS check back before commencing work with us.

If this is not the case and we have received suitable references for the new starter, they may be allowed to start work but will never be allowed to be with children unsupervised. We do not allow ANY lone working on site regardless of being an existing or new employee.

All existing staff will be made aware that the new starter is waiting for their DBS and therefore must not be left alone with children.

No new staff member will be allowed to supervise bathroom duties, nor will they be allowed to change nappies or clothes until a clear DBS is received.

Should they suspect a child's nappy needs changing then they must advise another member of staff and not check themselves.

Policy/Procedure name: <b>New Staff Policy</b>	
Publication Date: <b>April 2024</b>	Date for Review: <b>April 2025</b>
Signed: ..... (Proprietor/Manager)	
Signed: ..... (Deputy Manager)	