

# SUITABLE PEOPLE

## Policy

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“Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable.” **EYFS Statutory framework Jan 2024**

Grassroots Day Nursery is dedicated to providing all a child needs to be happy, healthy and secure. In order for us to achieve this, the nursery also needs happy, healthy and secure carers for those children. We constantly strive to achieve those aims.

This policy is to be read by all staff members and will remain at the nursery at all times for staff to refer to.

### STAFF

The nursery has different levels of staff:

- Manager
- Deputy Manager
- Room Leader
- Nursery Practitioners
- Trainees

Whenever a vacancy arises in any area, internal applications will be welcomed.

Grassroots Nursery operates within the EYFS statutory framework at all times.

### Staff Ratios

- All staff should know the exact number of children in their room at any time. Any staff awaiting their DBS checks back will be allowed to work, but not be allowed to perform personal care and the Room Leader should ensure that all staff are aware of this. In no circumstances will anyone be left alone with children unless they have an enhanced DBS.
- In cases of staff sickness, staff are to be deployed within rooms to maintain the staff:child ratio. All staff are to move to the room they are needed in. Consideration should also be given to the requirement that each room has an adequate number of qualified staff. In extreme circumstances, groups should join up to ensure these criteria are met.
- The Manager and Deputy Manager are kept out of ratios to help in this situation – the Manager can be counted in the numbers when necessary.



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- Bank-staff records are kept on site to be contacted in this situation.
- If the situation arises where we do not have sufficient staff, and children are still arriving at the nursery, the parents **MUST** be asked to remain with their child. The nursery is not insured against any injury or claim if the adequate staff:child ratios are not being met.

### PAPERWORK

- It is necessary that we constantly maintain an audit trail. This is a paper record of exactly what happens at nursery, such as who was in which room and when. This applies to children and staff, records of attendance are also kept on our Nursery software (Connect) and all information is kept in accordance with GDPR (May 2018).
- Every incident and accident must be recorded in the appropriate way. The nursery has a responsibility to children and staff alike to protect them from harm or accusations of harm. If an allegation of any nature is made against a member of staff, we need to have records as evidence.
- All nursery procedures will be covered in induction training.

### LINES OF REPORTING

In general, the Nursery Manager will make day-to-day decisions in respect of the running of the nursery. The Nursery Manager should always keep the Proprietor up-to-date with any significant events. Deputy and Room Leaders should report directly to the Nursery Manager and all other staff should report to their Room Leader or Nursery Manager if they prefer.

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