

## Suitability of Staff NMS 13.2 and 13.8

We are committed to ensuring that all staff, including students, are suitable to work or be in regular contact with children and young people. We have systems in place to ensure all staff are suitable to work with or be in regular contact with children and young people. 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 Children and Young People's Development Officer 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 by staff who already hold an enhanced check at all times and the check has been applied for.

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

Staff awaiting these checks will never:

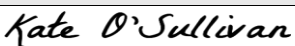

- Be left unsupervised whilst caring for children and young people
- Take children for toilet visits unless supervised by registered staff holding an enhanced check  Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of 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 the provision.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children and young people accessing our provision. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

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

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025