



POLICE CHECKS POLICY

Any persons working in the nursery for more than 2 weeks will be police checked. This is an Ofsted requirement and must be adhered to. Any staff/people who have not been police checked must be supervised at all times. This includes volunteers, work experience people, trades people and new members of staff. Until a CRB has been received a new member of staff cannot be left alone with children.

APPROPRIATE COVER MUST BE OBTAINED TO ENSURE THESE CONDITIONS ARE ADHERED TO AT ALL TIMES.

AGENCY STAFF;

Any staff supplied by an agency should be vetted and checked by the Agency. Before using agency staff we must have on file a letter (not a circular or advertisement) addressed to the nursery, stating that for all the staff the Agency offers us, it has;

- Police checked individuals and cleared them for working with children.
- Checked referees and all other documentation from previous employers. This ensures no comments have been made at any time to suggest that this might not be a suitable person to work with children.
- Validated all qualifications, which the individual claims to have.

It is a requirement of our trading with any Agency that the Agency takes full responsibility for the appropriateness of any of its staff to work with children.

DATE OF POLICY.....

SIGNED.....

POLICY REVIEW.....