



## Staff Declaration of Suitability

As an employee, volunteer, student or committee member of Clare House Nursery, I understand that I have a professional responsibility to safeguard and promote the welfare of all children in my care.

I confirm that I am suitable to work with children and that I will immediately inform the Nursery Manager of any changes to my circumstances that may affect my suitability to work in an early years setting.

I declare that:

- ☐ I have read, understood and agree to comply with all Clare House Nursery policies and procedures.
- ☐ I understand my safeguarding responsibilities and will report any concerns immediately in accordance with the nursery's Safeguarding and Child Protection Policy.
- ☐ I understand my duty to maintain confidentiality and comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- ☐ I confirm that I remain medically and mentally fit to carry out my role safely and effectively.
- ☐ I confirm that there have been no changes to my health, conduct or personal circumstances that would affect my ability to work safely with children.
- ☐ I understand my ongoing duty to disclose any police investigation, criminal caution, conviction, reprimand, warning or any matter that may affect my suitability to work with children, regardless of whether it is considered "spent", where disclosure is required by law.
- ☐ I confirm that I am not disqualified from working in childcare under the relevant childcare legislation and will immediately notify the Nursery Manager if my circumstances change.
- ☐ I understand that I must immediately inform the Nursery Manager if:
  - My right to work in the UK changes.
  - My DBS certificate status changes or I become aware of information that may affect my suitability.
  - I become subject to any criminal investigation, police involvement or court proceedings.
  - I receive any caution or conviction.
  - I become subject to any professional investigation or disciplinary action.
  - Any circumstance arises that could affect my ability to safeguard children or carry out my role safely.
- ☐ I understand that I must maintain appropriate professional boundaries with children, families and colleagues at all times.

☐ I understand that I have a responsibility to undertake mandatory training and keep my knowledge and skills up to date.

☐ I understand that providing false, misleading or incomplete information, or failing to disclose information that may affect my suitability to work with children, may result in disciplinary action and could lead to the termination of my employment or placement. Where appropriate, relevant statutory agencies may also be informed.

## Declaration

I declare that the information I have provided is true and complete to the best of my knowledge. I understand my ongoing responsibility to notify Clare House Nursery immediately of any changes that may affect my suitability to work with children.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Manager Declaration

I confirm that this declaration has been reviewed and any necessary follow-up action has been completed.

**Manager's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

