



Policy Statement

At Clare House Nursery, we are committed to safeguarding and promoting the welfare of all children and creating a safe, secure and nurturing environment in which every child can thrive. We recognise that safer recruitment is a fundamental part of our safeguarding responsibilities and plays a vital role in protecting children from harm.

We are committed to recruiting, selecting and retaining staff, volunteers, apprentices, students, trustees, bank staff who share our commitment to safeguarding and who are suitable to work with children. We believe that safeguarding is everyone's responsibility and that robust safer recruitment practices help ensure that children receive the highest standards of care, education and protection.

This policy sets out the procedures that Clare House Nursery follows to ensure that all recruitment and selection processes are fair, transparent, consistent and compliant with current legislation and statutory guidance. It outlines the checks undertaken before any individual begins working within the nursery and explains our commitment to ongoing suitability throughout employment.

At Clare House Nursery, we promote a strong safeguarding culture where every member of the team is expected to demonstrate professional curiosity, remain vigilant to potential concerns and always act in the best interests of children. We expect all staff and volunteers to uphold our values, maintain the highest standards of professional conduct and contribute to a culture where children feel safe, respected and valued.

Clare House Nursery is committed to ensuring equality of opportunity throughout the recruitment process. We welcome applications from suitably qualified individuals regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Recruitment decisions are made solely on the basis of merit, suitability for the role and the ability to safeguard and promote the welfare of children.

This policy should be read alongside the Safeguarding and Child Protection Policy, Staff Code of Conduct, Whistleblowing Policy, Disciplinary Policy, Induction Policy and all other safeguarding-related procedures.

Purpose

The purpose of this policy is to ensure that Clare House Nursery adopts robust safer recruitment, selection and suitability procedures to safeguard children and promote their welfare. It provides a clear framework for recruiting and retaining staff, volunteers, apprentices, students, trustees, bank staff and contractors who are suitable to work with children and who share the nursery's commitment to safeguarding.

This policy also sets out the processes for carrying out all required pre-employment checks, ensuring ongoing suitability throughout employment and promoting a culture of vigilance, professional curiosity and accountability across the nursery.

Aims

The aims of this policy are to:

- Safeguard and promote the welfare of all children by ensuring that only suitable individuals are recruited to work at Clare House Nursery.
- Ensure safer recruitment practices are fair, transparent, robust and compliant with current legislation and statutory guidance.
- Recruit staff, volunteers and other adults who demonstrate the skills, values and commitment required to provide high-quality care and education.
- Ensure all required pre-employment checks, including Enhanced DBS checks, identity verification, references, qualifications and right to work checks, are completed before employment commences.
- Promote a safeguarding culture where professional curiosity, vigilance and accountability are embedded in everyday practice.
- Ensure all staff understand their safeguarding responsibilities and receive appropriate induction, supervision and ongoing training.
- Maintain accurate and secure recruitment records, including the Single Central Record, in accordance with statutory requirements and data protection legislation.
- Promote equality, diversity and inclusion throughout the recruitment and selection process, ensuring that all applicants are treated fairly and without discrimination.
- Support the ongoing monitoring of staff suitability throughout their employment, ensuring any concerns are managed promptly and appropriately.
- Ensure Clare House Nursery meets its statutory responsibilities under the Early Years Foundation Stage (EYFS), Working Together to Safeguard Children, the Childcare Act 2006, the Equality Act 2010, the Data Protection Act 2018, UK GDPR and all other relevant legislation and guidance.

Legal Framework

This policy has been developed in accordance with the following legislation, statutory guidance and best practice:

Primary Legislation

- Children Act 1989
- Children Act 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)
- Protection of Freedoms Act 2012
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Immigration, Asylum and Nationality Act 2006
- Immigration Act 2016
- Health and Safety at Work etc. Act 1974

Statutory Guidance

- Early Years Foundation Stage (EYFS) Statutory Framework (current edition)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (current edition)
- Disqualification under the Childcare Act 2006 (current guidance)

- Prevent Duty Guidance: England and Wales (current edition)

Recruitment and Employment Guidance

- Disclosure and Barring Service (DBS) Code of Practice
- DBS Eligibility Guidance
- Right to Work Checks: Employer's Guide (Home Office)
- Safer Recruitment Consortium – Guidance for Safe Working Practices and Safer Recruitment
- Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers

Related Clare House Nursery Policies

This policy should be read alongside the following policies and procedures:

- Safeguarding and Child Protection Policy
- Staff Behaviour (Code of Conduct) Policy
- Whistleblowing Policy
- Allegations Against Staff and Low-Level Concerns Policy
- Induction Policy
- Supervision Policy
- Online Safety Policy
- Equality, Diversity and Inclusion Policy
- Confidentiality and Data Protection Policy
- Disciplinary Policy
- Staff Handbook

Safer Recruitment Practices

At Clare House Nursery, safer recruitment is an essential part of our safeguarding arrangements. It is a continuous process designed to deter, identify and reject individuals who may pose a risk to children and to ensure that only suitable people are employed to work within the nursery.

Our safer recruitment practices include:

- Writing clear job descriptions and person specifications that include safeguarding responsibilities.
- Advertising all vacancies with a clear safeguarding statement and commitment to safeguarding children.
- Using a structured application form rather than accepting CVs alone.
- Scrutinising application forms for inconsistencies, unexplained gaps in employment or concerns that require further exploration.
- Obtaining and verifying a minimum of two satisfactory professional references before employment commences, wherever possible.
- Carrying out online searches on shortlisted candidates as part of the recruitment process.
- Conducting face-to-face interviews using values-based and safeguarding-focused questions.
- Verifying the identity of all successful applicants.
- Confirming the applicant's right to work in the United Kingdom.
- Verifying relevant qualifications and professional registrations where required.

- Completing an Enhanced Disclosure and Barring Service (DBS) check before employment begins.
- Ensuring that no member of staff, volunteer, apprentice or bank staff member begins work until all required safer recruitment checks have been completed and deemed satisfactory.
- Requiring volunteers who have regular contact with children or who undertake regulated activity to obtain an Enhanced DBS check before commencing their role.
- Completing health declarations where appropriate to ensure individuals are fit to carry out their role safely.
- Maintaining an accurate and up-to-date Single Central Record of recruitment and vetting checks.
- Providing a comprehensive induction that includes safeguarding, child protection, the Staff Code of Conduct and the nursery's policies and procedures.
- Monitoring the ongoing suitability of all staff through supervision, probation, annual appraisal, safeguarding training and professional development.
- Encouraging a culture of professional curiosity, openness and accountability where safeguarding concerns are raised promptly and acted upon.

These safer recruitment practices help ensure that Clare House Nursery maintains a safe environment where children are protected, staff understand their safeguarding responsibilities, and recruitment decisions are made fairly, consistently and in accordance with current legislation and statutory guidance.

Advertising, Selection and Recruitment Process

All recruitment advertising at Clare House Nursery clearly expresses our commitment to safeguarding and promoting the welfare of children and our expectation that all staff share this commitment. Every advertisement includes a statement that appointments are subject to satisfactory safer recruitment checks, including an Enhanced Disclosure and Barring Service (DBS) check.

Vacancies may be advertised through a range of recruitment platforms, including:

- Indeed
- Government Find a Job service
- Clare House Nursery's social media platforms
- Local job fairs and recruitment events
- Other appropriate recruitment websites or professional networks

Initial Application

Following receipt of an application, the Nursery Manager will review the application form to ensure the applicant meets the essential criteria for the role.

Suitable applicants will be contacted by telephone for an initial discussion. This informal conversation allows the Manager to:

- Discuss the role and expectations.
- Explore the applicant's employment history.
- Clarify any gaps in employment or career changes.
- Discuss previous experience working with children.
- Answer any questions the applicant may have.
- Assess the applicant's motivation for working within the early years sector.

This initial conversation also provides an opportunity to identify any concerns that may need further exploration during the recruitment process.

Nursery Visit

Where possible, applicants who live locally will be invited to visit Clare House Nursery before the formal interview.

This visit allows the applicant to gain an understanding of the nursery environment, whilst also providing an opportunity for the Manager to engage in informal professional conversation. During this visit the Manager will begin to assess the applicant's communication skills, professionalism, values, enthusiasm for working with children and understanding of safeguarding responsibilities.

Although this is an informal visit, observations made during this stage may contribute to the overall recruitment decision.

Practical Assessment

Applicants who are shortlisted will be invited to complete a practical session within one of the nursery rooms before their formal interview.

The practical assessment normally takes place over the course of a morning and enables the nursery to observe the applicant interacting with children and working alongside the staff team.

During this assessment:

- The applicant will remain under the direct supervision of the Room Supervisor or another designated experienced practitioner at all times.
- Applicants will **not** be left alone with children or included in statutory staffing ratios.
- Staff will assess the applicant's communication skills, interactions with children, professional conduct, safeguarding awareness and ability to work as part of a team.
- Observations from the practical assessment will be discussed as part of the recruitment decision-making process.

Formal Interview

Following the practical assessment, shortlisted applicants will attend a formal interview with members of the management team.

The interview will explore:

- Previous employment history.
- Experience of working with children.
- Knowledge of safeguarding and child protection.
- Understanding of the Early Years Foundation Stage (EYFS).
- Professional values and attitudes.
- Any gaps in employment.
- Reasons for leaving previous employment.
- Suitability to work with children.

Safeguarding and values-based questions form an essential part of every interview.

Pre-Employment Checks

Before any offer of employment is confirmed, Clare House Nursery will complete all statutory safer recruitment checks.

These include:

- Verification of identity.
- Verification of the right to work in the United Kingdom.
- Verification of qualifications where appropriate.
- An online search of shortlisted candidates.
- Receipt and verification of a minimum of two satisfactory professional references.
- An Enhanced Disclosure and Barring Service (DBS) check.
- A declaration confirming the applicant's suitability to work with children.

No employee, apprentice, bank staff member or volunteer will commence work at Clare House Nursery until all required pre-employment checks have been completed and a satisfactory Enhanced DBS certificate has been received and approved by the Nursery Manager.

Disclosure and Barring Service (DBS), Volunteers and Students

Clare House Nursery is committed to ensuring that all adults working within the setting are suitable to work with children and that robust safeguarding measures are in place to protect children from harm.

All employees, apprentices and bank staff are required to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the Children's Barred List where appropriate for the role, before commencing employment.

At Clare House Nursery, no member of staff will begin employment or undertake any regulated activity until all required safer recruitment checks have been completed and an Enhanced DBS certificate has been received and deemed satisfactory by the Nursery Manager.

These checks include:

- Verification of identity.
- Verification of the right to work in the UK.
- Verification of relevant qualifications.
- Receipt and verification of two satisfactory professional references.
- An Enhanced DBS check.
- A declaration regarding suitability to work with children.
- Any additional checks required for overseas applicants or those who have lived or worked abroad.

Clare House Nursery encourages all staff to subscribe to the DBS Update Service to enable the nursery to carry out regular status checks throughout employment where appropriate.

Staff have a continuing duty to inform the Nursery Manager immediately if there are any changes to their circumstances that may affect their suitability to work with children, including arrests, cautions,

convictions, investigations, disqualification from childcare or any other matter relevant to safeguarding.

Volunteers

Volunteers make a valuable contribution to Clare House Nursery; however, safeguarding remains our highest priority.

All volunteers who undertake regulated activity or who have regular contact with children are required to have an Enhanced DBS check, including Children's Barred List information where required by law, before commencing their volunteering role. Recent changes to the definition of regulated activity have strengthened the requirements for volunteers undertaking frequent work with children.

Volunteers will:

- Complete the nursery's safer recruitment process.
- Provide references where appropriate.
- Receive a safeguarding and child protection induction.
- Read and adhere to the Safeguarding and Child Protection Policy, Staff Code of Conduct and relevant nursery policies.
- Be informed of their safeguarding responsibilities before beginning their role.

Volunteers will **not** be included within statutory staffing ratios and will not be left unsupervised with children unless all statutory recruitment checks have been completed and the Nursery Manager is satisfied that it is appropriate for their role.

Students and Work Experience Placements

Clare House Nursery welcomes students and work experience placements as part of supporting the future early years workforce.

Before commencing a placement, the Nursery Manager will establish what safeguarding checks have already been completed by the student's training provider, college or university and whether any additional checks are required.

Students will:

- Receive a full safeguarding induction before starting their placement.
- Be supervised by an experienced member of staff until the Nursery Manager is satisfied, they understand the nursery's policies, procedures and expectations.
- Read and follow the Safeguarding and Child Protection Policy and Staff Code of Conduct.
- Be supported to understand their responsibilities for safeguarding children.

Students and work experience placements will not be counted within statutory staffing ratios unless they meet the requirements of the Early Years Foundation Stage (EYFS) and the Nursery Manager is satisfied that they are competent and suitable to do so.

Regardless of their DBS status, students and work experience placements will not be permitted to undertake intimate care routines, administer medication or be left alone with children until they have been appropriately inducted, assessed as competent and authorised by the Nursery Manager.

Clare House Nursery recognises that safeguarding is everyone's responsibility. All adults working within the nursery, whether paid or unpaid, are expected to promote children's welfare, maintain professional boundaries and report any safeguarding concerns immediately in accordance with the nursery's Safeguarding and Child Protection Policy.

Recruitment and Appointment of Committee Members

As a committee-run provision, Clare House Nursery recognises that the Committee plays a vital role in ensuring the effective governance, leadership and safeguarding of the nursery. Committee members share responsibility for ensuring that the nursery complies with all legal and statutory requirements and that children are cared for in a safe, secure and nurturing environment.

The recruitment and appointment of Committee members will be carried out in a fair, transparent and consistent manner. Individuals joining the Committee will be selected on the basis of their skills, experience, commitment and ability to contribute positively to the governance of the nursery.

All newly appointed Committee members will:

- Complete an induction into their governance role.
- Receive safeguarding training appropriate to their responsibilities.
- Read and understand the nursery's Safeguarding and Child Protection Policy, Staff Behaviour (Code of Conduct) Policy and other key governance policies.
- Understand their legal responsibilities under the Early Years Foundation Stage (EYFS) and other relevant legislation.
- Sign a declaration confirming their commitment to safeguarding and confidentiality.

Where required by legislation and Ofsted requirements, Committee members will undergo suitability checks, including an Enhanced Disclosure and Barring Service (DBS) check and any other checks required by Ofsted or other regulatory bodies before taking up their role.

Committee members must declare any conflicts of interest and immediately notify the Chairperson if there are any changes to their circumstances that may affect their suitability to remain in post, including criminal investigations, cautions, convictions, disqualification from childcare or any safeguarding concerns.

The Committee is responsible for ensuring that the Nursery Manager follows robust safer recruitment procedures for all employees, volunteers, apprentices, students and bank staff. Recruitment decisions will be based on merit, suitability for the role and a demonstrated commitment to safeguarding and promoting the welfare of children.

The Committee will regularly review the nursery's safer recruitment procedures to ensure they remain compliant with current legislation, statutory guidance and best practice. Safeguarding will remain a standing priority within the governance of Clare House Nursery, and all Committee members are expected to actively promote a strong culture of vigilance, accountability and continuous improvement.

Online Searches

As part of our commitment to safer recruitment, Clare House Nursery will carry out an online search of all shortlisted candidates before interview.

The purpose of the online search is to identify any publicly available information that may be relevant to an applicant's suitability to work with children or that may need to be explored further during the recruitment process. This forms part of our safeguarding due diligence and helps ensure that we are recruiting individuals who share our commitment to safeguarding and promoting the welfare of children.

Online searches will only consider information that is publicly available and relevant to the role. They are not intended to discriminate against applicants or to intrude unnecessarily into their private lives.

Where an online search identifies information that raises a safeguarding concern or appears inconsistent with the information provided by the applicant, the matter will be discussed with the candidate during the interview to allow them the opportunity to provide clarification or context before any recruitment decision is made.

Searches will be undertaken consistently for all shortlisted applicants by an authorised member of the management team. Information obtained will be treated confidentially and processed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

The outcome of the online search will be recorded as part of the recruitment process and considered alongside all other safer recruitment checks when determining an applicant's suitability for employment.

Health Declaration

As part of the safer recruitment process, all successful applicants will be required to complete a confidential Health Declaration before commencing employment.

The purpose of the Health Declaration is to establish whether the applicant is medically fit to carry out the duties of the role safely and effectively, with or without reasonable adjustments, and to ensure that the nursery can meet its duty of care to employees and children.

Information provided will be considered in accordance with the Equality Act 2010, and Clare House Nursery is committed to ensuring that no applicant is treated less favourably because of a disability or long-term health condition. Where appropriate, reasonable adjustments will be considered to enable individuals to undertake their role successfully.

Any health information disclosed will be treated as confidential, stored securely and processed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). Access to this information will be restricted to those who have a legitimate need to know.

Where a Health Declaration identifies concerns about an applicant's fitness for work, further advice may be sought from an occupational health professional or the applicant's GP (with the applicant's written consent) before a final employment decision is made.

All employees have an ongoing responsibility to inform the Nursery Manager of any significant changes to their health that may affect their ability to carry out their role safely or that could impact the safety and welfare of children, colleagues or visitors.

Annual Identity and Right to Work Checks

Clare House Nursery is committed to ensuring the ongoing suitability of all individuals employed to work with children. In addition to completing identity and right to work checks before employment begins, the nursery will undertake an annual review of all employees' identity and right to work documentation as part of its ongoing safeguarding and compliance procedures.

The purpose of these annual checks is to:

- Confirm that personal identification records remain accurate and up to date.
- Verify that employees continue to have the legal right to work in the United Kingdom where follow-up checks are required.
- Ensure that any changes to an employee's name, immigration status or identification documents are recorded promptly.
- Maintain accurate personnel records in line with statutory guidance and legal requirements.
- Support the nursery's ongoing duty to ensure the continued suitability of all staff working with children.

Where an employee has time-limited permission to work in the UK, follow-up right to work checks will be completed in accordance with current Home Office guidance before their permission expires. Employees are required to inform the Nursery Manager immediately of any change to their immigration status or right to work.

Records of annual identity and right to work reviews will be maintained securely on each employee's personnel file and processed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

Contractors and External Visitors

Clare House Nursery recognises that contractors, maintenance personnel and other external visitors may occasionally need access to the premises to carry out repairs, maintenance or specialist work. The safety and welfare of children will always remain our highest priority.

All contractors and external visitors are required to:

- Report to the nursery office on arrival and sign the visitor's record.
- Provide identification where appropriate.
- Wear a visitor badge whilst on the premises.
- Comply with the nursery's safeguarding, health and safety and security procedures.
- Sign out when leaving the premises.

Where possible, maintenance and repair work will be arranged outside of nursery operating hours to minimise disruption and reduce any potential safeguarding risks.

If contractors are required to work whilst children are present, a suitable risk assessment will be completed before work commences. Appropriate control measures will be implemented to ensure the safety of children, staff and visitors.

Contractors who have not been subject to appropriate safeguarding and suitability checks, including an Enhanced DBS check where applicable, will not be left unsupervised with children at any time. A designated member of staff will supervise or escort contractors whilst they are on site, and children will not be permitted to have unsupervised contact with them.

Where work needs to be carried out within occupied areas of the nursery, staff will ensure that children are safely supervised away from the work area wherever possible. Access to hazardous equipment, tools, materials and workspaces will be prevented at all times.

Contractors are expected to maintain professional conduct whilst on the premises and must immediately report any safeguarding concern, accident or incident to the Nursery Manager or Designated Safeguarding Lead.

These arrangements ensure that Clare House Nursery maintains a safe, secure and well-managed environment whilst meeting its statutory safeguarding responsibilities under the Early Years Foundation Stage (EYFS).

Visitor Signing In, Signing Out and GDPR

All contractors, visitors and external professionals are required to report to the nursery office on arrival and sign the official visitor register before entering the premises. They must also sign out when leaving the nursery.

Clare House Nursery is committed to protecting the personal information of all visitors in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

To maintain confidentiality, the nursery uses a GDPR-compliant visitor signing-in system that prevents visitors from viewing the personal details of others. Visitor names and personal information are not visible to subsequent visitors signing in or out.

The visitor register is stored securely and out of public view throughout the day to prevent unauthorised access and to protect the privacy of all visitors. Access to visitor records is restricted to authorised members of staff and records are retained and disposed of in accordance with the nursery's Data Protection and Record Retention policies.

These procedures ensure that Clare House Nursery maintains both a secure record of all persons on the premises for safeguarding and emergency purposes while complying with data protection legislation.

Single Central Record (SCR)

Clare House Nursery maintains a Single Central Record (SCR) as part of its safer recruitment and safeguarding arrangements. The SCR provides a central record of the recruitment and suitability checks completed for all individuals working within the nursery.

The Single Central Record includes, where applicable:

- Employees.
- Apprentices.
- Bank and relief staff.
- Volunteers undertaking regulated activity.
- Students where appropriate.
- Committee members, where required.
- Agency staff working within the nursery.

The record confirms that the following checks have been completed where applicable:

- Verification of identity.
- Right to work in the United Kingdom.
- Enhanced Disclosure and Barring Service (DBS) check, including Children's Barred List check where appropriate.
- Verification of qualifications and professional registrations where required.
- Receipt and verification of satisfactory references.
- Health declaration and fitness for work.
- Online search completed as part of the recruitment process.
- Overseas checks where applicable.
- Date employment commenced.
- Annual suitability declaration.
- Annual identity and right to work review, where applicable.

The Single Central Record is maintained by the Nursery Manager and reviewed regularly to ensure that all information remains accurate, complete and up to date. It is stored securely, with access restricted to authorised personnel, and is managed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

The Single Central Record supports Clare House Nursery's commitment to robust safer recruitment practices and provides clear evidence that all appropriate safeguarding and suitability checks have been completed before individuals are permitted to work with children.

Policy Review and Staff Understanding

At Clare House Nursery, we recognise that policies and procedures are fundamental to providing a safe, high-quality and consistent service for children, families and staff. They establish clear expectations, ensure compliance with current legislation and statutory guidance, support effective decision-making and promote best practice across all areas of the nursery.

To ensure that policies remain embedded in everyday practice, they are reviewed regularly during monthly room meetings, staff meetings and supervision sessions. This provides all staff with the opportunity to revisit key policies, discuss updates to legislation or guidance, reflect on their own practice and share examples of good practice. These discussions encourage professional curiosity, continuous improvement and help ensure that all staff understand and consistently meet the expectations set out in the nursery's policies and Staff Code of Conduct.

We believe that every member of staff should feel confident in understanding and applying the nursery's policies and procedures within their daily role. This enables staff to fulfil their responsibilities effectively, maintain high professional standards and deliver safe, consistent and high-quality care and education for every child.

Regular policy discussions also provide opportunities to identify any areas where additional support, supervision or training may be required. Staff are encouraged to ask questions, contribute ideas and take an active role in reviewing practice to ensure that our policies remain relevant, effective and reflective of current legislation and best practice.

By ensuring that all staff consistently follow agreed policies and procedures, Clare House Nursery promotes a positive safeguarding culture, maintains high standards of practice and provides children and families with a safe, nurturing and well-managed environment. Regular review helps ensure that

any issues or areas for improvement are identified promptly and addressed through reflective practice, ongoing professional development and effective leadership.

Staff Induction and Probation

At Clare House Nursery, we recognise that a thorough induction is essential to ensure that all new employees understand their roles, responsibilities and safeguarding duties. Our induction programme is designed to help new staff feel supported, develop confidence and become competent members of the team whilst maintaining the highest standards of care and safeguarding.

Every new employee will complete a structured induction programme supported by an experienced member of the management team. A comprehensive induction checklist is used to ensure that all mandatory information, policies, procedures and training are completed and consistently monitored.

The induction programme includes, but is not limited to:

- Safeguarding and Child Protection.
- Staff Behaviour (Code of Conduct).
- Health and Safety.
- Fire Safety and Emergency Procedures.
- Paediatric First Aid arrangements.
- Online Safety.
- Behaviour Management.
- Confidentiality and Data Protection.
- Whistleblowing.
- Prevent Duty.
- The Early Years Foundation Stage (EYFS).
- Daily routines, policies and operational procedures.

Induction Review Process

During the first four weeks of employment, new staff will meet with their manager weekly to review their progress, discuss any questions or concerns and identify any additional support or training required.

Where necessary, daily support, coaching and supervision will be provided to ensure the employee develops confidence and demonstrates safe and effective practice. The level of support provided will be determined by the individual's experience, competence and development needs.

Following the initial four-week induction period, review meetings will take place monthly for the following three months. These meetings provide an opportunity to monitor progress, reflect on practice, celebrate achievements and identify any further development needs.

At the end of the induction period, a formal review will be undertaken. The Nursery Manager will assess whether the employee has successfully demonstrated the knowledge, skills and behaviours expected for their role. Where appropriate, individual development targets or an action plan will be agreed to support continued professional growth.

The induction process will not be considered complete until the Nursery Manager is satisfied that the employee has demonstrated a clear understanding of the nursery's policies and procedures,

safeguarding responsibilities, professional expectations and the standards required to work safely and effectively with children.

Clare House Nursery is committed to providing a supportive induction process that promotes reflective practice, professional development and a strong safeguarding culture, ensuring that every member of staff is equipped to provide the highest standards of care and education.

Ongoing Suitability

At Clare House Nursery, we recognise that ensuring staff suitability is an ongoing responsibility and does not end once recruitment checks have been completed. We are committed to maintaining a strong safeguarding culture by continuously monitoring the professional conduct, competence and suitability of all staff throughout their employment.

Ongoing suitability is supported through a range of robust monitoring and quality assurance processes, including:

- Regular supervision meetings to discuss safeguarding, professional practice, wellbeing and performance.
- Monthly room meetings where policies, procedures and best practice are reviewed and discussed.
- Annual appraisals and performance reviews.
- Regular observations of practice.
- Quality assurance audits and compliance checks.
- Safeguarding audits and monitoring.
- Reflective practice and professional discussions.
- Ongoing training and Continuing Professional Development (CPD).
- Annual suitability declarations and, where applicable, annual identity and right to work reviews.

Clare House Nursery is committed to ensuring that all staff maintain current knowledge, skills and professional practice through a comprehensive programme of Continuing Professional Development (CPD). Training is reviewed regularly to ensure mandatory qualifications remain current and that staff continue to develop their knowledge in line with changes to legislation, statutory guidance, safeguarding requirements, the Early Years Foundation Stage (EYFS) and recognised best practice. Staff are encouraged to access a range of professional development opportunities, including accredited training, workshops, e-learning, mentoring, reflective practice and professional discussions, enabling them to provide the highest standards of care, education and safeguarding for every child.

These processes enable managers to identify strengths, provide coaching and support, address any concerns at an early stage and ensure that all staff continue to meet the high standards expected by Clare House Nursery. Where additional support or development is required, appropriate action plans, mentoring or further training will be implemented and monitored.

By maintaining robust systems for monitoring ongoing suitability and investing in continuous professional development, Clare House Nursery ensures that all staff remain suitable to work with children, maintain the highest levels of knowledge and professional competence, and continue to provide safe, high-quality care and education in line with statutory requirements and the nursery's safeguarding responsibilities.



