



The Play Den

4 Safeguarding and Welfare Requirements

SUITABLE PEOPLE

All staff working in the setting undergo an enhanced DBS check and suitability checks. **(Safeguarding and Welfare 3)**

Staff are recruited as per guidelines under 'Safer Recruitment' and are required to complete a comprehensive application form, detailing a full history. Gaps in employment must be suitably justified. References are sought and the candidate's current (or last) employer is asked to complete a reference. In the absence of previous employment, character references will be sought from alternative sources such as college tutors and/or work placements.

All staff are employed subject to satisfactory completion of a 6 month probationary period.

Staff are required to disclose any relevant changes to their suitability to work with children, including convictions, cautions, court orders, reprimands and warnings, in accordance with latest legislation. At every meeting, changes to staff's suitability status is requested and noted on the minutes **(Safeguarding and Welfare 3)**

The setting Manager holds information on each member of staff detailing qualifications, identity checks and vetting procedures undertaken. The date and reference number of DBS checks are also recorded. **(Safeguarding and**

Welfare 3)

The Play Den is also committed to meeting our responsibilities under the Safeguarding Vulnerable Groups Act 2006 **(Safeguarding and Welfare 3)**

Staff are prohibited from being under the influence of alcohol or any other substance (including prescribed medication) that may affect their ability to care for children. If staff are required to take medication which may affect their ability to care for children, they must seek medical advice. The setting manager will ensure that medical advice has been sought to confirm that the medication is unlikely to affect the member of staff's ability to care for children. Staff medication is stored securely and labelled 'staff medication'. It is kept out of reach of children at all times. **(Safeguarding and Welfare 3)**

In circumstances where a manager becomes aware of relevant information that may lead to disqualification of a member of staff, the member of staff will be asked to leave the premises whilst she undertakes an investigation. This will ensure the safety of children is not compromised. In the event the member of staff is disqualified they will no longer be employed by the setting.

(Safeguarding and Welfare 3)

In the event of disqualification, The Play Den will inform Ofsted of the following: **(Safeguarding and Welfare 3)**

- Details of any order, determination, conviction or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose:
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

This information will be provided within 14 days the setting became aware of the information. **(Safeguarding and Welfare 3)**

The setting has a clear and transparent 'whistle blowing' policy that actively encourages staff to notify Ofsted or the Local Authority Designated Officer in the event they witness sub-standard care, behaviour or management of The Play Den.

This policy was produced on 8/8/12 and last updated on 11/4/19