

VETTING PROCEDURE FOR NEW STAFF

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	S Cox	06-03-06
3	Revision to existing document	K Cox	01-11-06
4	Policy reviewed following introduction of EYFS	K Cox	01-10-08
5	Policy updated following new ISA guidelines	K Cox	15-10-09

1. Introduction

This document describes the process and procedure for vetting new staff.

The vetting procedure occurs in parallel with recruitment activities during the process of taking on new staff.

The vetting procedure is intended to ensure that the applicant is suitable to work with children, and has the skills, experience and ability to fulfil the role. Sunshine Day Nursery is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

It is the responsibility of the Registered Person and the Manager to ensure that the vetting procedure is carried out and the requirements fulfilled. A CRB disclosure will be obtained for each staff member and their details will be checked against the Children's List held by the Independent Safeguarding Authority (ISA). From 26 July 2010 all new applicants must also be registered with the ISA. The Nursery Manager will be responsible for checking that all applicants are registered. The Nursery will obtain a new CRB disclosure for each member of staff every three years, to ensure their continued suitability to work with children.

2. The vetting procedure

The vetting procedure is shown in the table below with activities from the recruitment process. The activities are set out to show how and when the various elements are initiated and fulfilled.

Recruitment Process	Vetting Procedure	Comment
Specify role	Define vetting requirements	
Create job description		
Advertise		
Receive enquiries		
Send application forms		
Initial interview	Applicant to provide: <ul style="list-style-type: none"> - Evidence of experience and qualifications - Work history, all gaps in employment history will be investigated 	Interview conducted by Manager, candidate will also spend time in the relevant unit and practice observed by unit supervisor
Response		
Second interview		
Response <ul style="list-style-type: none"> - Offer/no offer - Start date 	Initiate enhanced Criminal Records Bureau check. Applicant to provide: <ul style="list-style-type: none"> - Relevant ID - Residency status - Health Declaration. All candidates must be 	

	<p>prepared to complete a health check form and if it is considered appropriate their GP could be asked for a report on their suitability for work with children.</p> <ul style="list-style-type: none"> - Two references, one must be from their most recent employer. - Proof of all relevant qualifications 	
Start of employment	<ul style="list-style-type: none"> - Induction training - No unsupervised access to children allowed until CRB disclosure received, this includes: <ul style="list-style-type: none"> • No changing children whilst unsupervised • No taking children to the toilet unsupervised • Not to be left alone with children • Not to answer the front door • Not to carry out First Aid (unless suitably qualified and supervised) 	Three month probationary period
Probationary period	CRB disclosure received	Unsupervised contact allowed
End of probationary period - Retain / decline		

3. Documentation

During the course of the recruitment and vetting procedures a mandatory set of documents must be gathered and kept for inspection and record keeping purposes.

These documents are private and confidential, but are made available for inspection by Ofsted at any time.

The mandatory documents to be recorded are:

- Name, address & telephone number of employee
- CRB disclosure number and date of issue
- References
- Full employment history
- Qualifications
- Health Declaration
- Photocopies of ID

4. Temporary Staff

Temporary staff will be asked to complete the 'Temporary Staff Suitable Person Check List' form and provide evidence of ID (at least one confirming current address), and any CRB disclosure documentation. Temporary staff are to be treated as full time members of staff as long as they have recent CRB clearance.