



Suitable Person Policy

In the nursery:

- The correct adult/child ratio will be always used to provide good quality care
- The manager will hold an NVQ level 3 or CACHE level 3 certificate and have at least two years' experience of working with babies
- At least 60% of staff will hold a relevant childcare qualification, 20% may be working towards a childcare qualification and 20% may be unqualified or untrained volunteers.
- Staff "working towards" must; be competent and responsible, have evidence of actively working towards level 2 or 3 with an agreed timescale for completion, completed relevant induction training, including All Wales Induction Framework for EY and childcare
- It will be the manager's decision, when recruiting staff, to ensure they have the appropriate experience, qualifications, skills and ability to do their job
- Staff will be required to complete a health form stating that they are mentally and physically capable of caring for babies and young children
- All staff will have a DBS check before employment commences (if a member of staff is employed to start work immediately, they will have a DBS check carried out during their first week of employment and will work under close supervision until their DBS is returned to us). Please see Risk Assessment of DBS Disclosures for Employees
- All staff will have an induction on their first day of employment at Once Upon A Time which will include health and safety guidelines and safeguarding policy. All staff will be given an opportunity to read through all policies.
- A yearly appraisal will be conducted on each member of staff to acknowledge any training and development needs
- Each member of staff will have a personal file which will hold all relevant information on them (certificates, sickness records and appraisals etc.) which will be held in a secure place
- On a regular basis, the manager will speak to members of staff in supervision meetings to discuss any changes in policies or procedures, have open discussions on morale and will encourage feedback from the staff to provide an enjoyable working environment
- An equal opportunities employment policy will be worked towards, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social ethnic and cultural groups
- Please see Safer Recruitment Policy & Checklist (Overseas Staff)

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- All students attending Once Upon A Time will be supervised by qualified and experienced staff and regular feedback will be given to tutors.