

## Suitable People

### EYFS overarching legal requirement:

'Providers must ensure that adults looking after children or having unsupervised access to them are suitable to do so.'

**Every Child Matters Outcome:** Staying Safe

**EYFS Requirement:** Suitable People (EYFS Statutory Framework Page 29 – 30)

**Principles into Practice: Positive relationships**  
- **Key Person ( card 2.4)**

This policy applies to:

1. The Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service you provide

### Policy

A policy is a description of the setting's aim / commitment. Consider the following information when detailing your policy,

- What is the aim of your setting with regard to having safe and suitable people to care for children in your setting?
- What is the aim of your setting with regard to ensuring that you have correctly checked and vetted staff at all times (including those who are living or working on the premises)
- What is your aim with regard to preventing people who have not had suitability checks coming into contact with the children you care for?

## **Procedure**

A procedure is a description of the way a setting goes about a particular activity or process. In this context it is how the setting puts their aim or policy into practice. Consider the following information when detailing your procedures,

- State the types of staff you are going to employ, taking into account age, experience, qualifications and people that are vetted or checked (Statutory Framework page 29 and Practice Guidance page 9)
- Describe how you decide that a possible employee is suitable /for example taking references, employment history and identity checks). Are they of good character? Have they got the necessary skills? (Childcare Register – CR3 Statutory Framework page 29).
- State how you obtain an Enhanced CRB clearance following CRB Code of Practice and who is responsible for doing this (Practice Guidance page 15 3.7 and 3.9). Keep a record of each unique CRB reference number and the date it was checked. Childminders are responsible for ensuring that there are checks in place for anyone over 16 living on the premises.
- State your procedures for un-vetted / unchecked people and those awaiting clearance. For example describe their supervision, employer doing other checks to assess suitability (Practice Guidance page 15 3.9)
- State what your procedures and intentions are with regard to informing Ofsted of any changes to managers, registered providers etc. (Statutory Framework page 30)
- How will volunteers and students be checked for suitability?
- State what your procedures / actions will be if an application for employment is made by a person you know to be the subject of disqualifications or convictions; how will you be informing Ofsted? (Practice Guidance page 16 3.14).
- State what records you will keep to prove suitability ( Practice Guidance page 16 3:11).

**Date created**

**Date updated**

**Related Policies:** Staff Deployment and Development  
Staff Recruitment and Induction

### **For more information...**

EYFS Statutory Framework

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers - - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non domestic or domestic premises – Ofsted ref 080143

### **Additional duties under national legislation:**

- CRB Code Of Practice- vetting / checking
- Childcare Act 2006 Section 76)- offence to employ disqualified people
- Safeguarding Vulnerable Groups Act 2006- vetting (see EYFS Statutory Framework Section 4 page 41 4.1)
- Childcare Disqualifications Regulations 2007- unsuitable / disqualified people
- Providers must meet any requirements of the New Independent Safeguarding Authority (ISA) scheme once it has been implemented. For more information go to [www.everychildmatters.gov.uk/independantsafeguardingauthority](http://www.everychildmatters.gov.uk/independantsafeguardingauthority) and [www.isa.gov.org/index.htm](http://www.isa.gov.org/index.htm)

**Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein.**

**Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.**