Privett Montessori
NURSERY SCHOOL

2.2 Suitable staff

Policy Statement

At Privett Montessori Nursery School, we are committed to ensuring that all staff, students and volunteers, as well as any other individuals who may have regular contact with children, are suitable to work with or be in contact with them. We recognise that safeguarding begins with safe recruitment and continues throughout an individual's time at the setting.

The Nursery School Manager is responsible for ensuring that appropriate recruitment and suitability checks are completed before an individual starts working or volunteering at the nursery. This includes verifying identity, obtaining references, checking qualifications where relevant, and ensuring that the required enhanced Disclosure and Barring Service (DBS) and children's barred list checks have been completed and assessed.

In accordance with the EYFS statutory framework effective from 1 September 2026, **new employees and volunteers must not commence working or volunteering at the nursery until their enhanced criminal records and children's barred list checks have been received.** This requirement applies even where supervision could otherwise be provided. The exception is for volunteers who only help out occasionally under supervision, in accordance with the statutory requirements.

The Nursery School Manager will assess the outcome of each DBS disclosure before confirming an individual's suitability. Where an applicant has lived or worked abroad, appropriate additional criminal records checks will also be obtained.

All staff and prospective staff are informed of their responsibility to disclose any information that may affect their suitability to work with children, including arrests, charges, convictions, cautions, court orders, reprimands and warnings, whether received before or during their employment, subject to the applicable legal protections.

The Nursery School Manager will maintain accurate records of completed suitability checks, including DBS reference numbers, the dates checks were obtained and the details of the person who completed them. Information will be handled confidentially and stored securely.

We recognise that a DBS check is only one part of a wider suitability assessment. Management will continue to monitor the suitability of all individuals through regular supervision, induction, training and ongoing communication. Any information or concerns that may affect an individual's suitability will be taken seriously, investigated appropriately and acted upon without delay. Where required, the nursery will make a referral to the DBS if a member of staff is dismissed, or would have been dismissed, because they have harmed a child or placed a child at risk of harm.

All students will receive an interview and an appropriate induction to ensure they understand and can follow the nursery's policies, procedures, working practices and values. Students will be appropriately supervised and supported throughout their placement and will not be counted in staff-to-child ratios until they have met the relevant suitability and qualification requirements.

At Privett Montessori Nursery School, we are committed to creating a safe, supportive and professional working environment where every member of the team understands their safeguarding responsibilities and contributes to protecting children's welfare and well-being.

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Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	No changes, part of annual review
23/01/2026	Veronica van Ingen	No changes
02/09/2026	Veronica van Ingen	Updated policy and used bold letters