**Staff Selection and Vetting**

**Policy**

All staff have job descriptions which set out their roles and responsibilities.

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for vetting and barring scheme.

We keep all records relating to employment of staff and volunteers in particular those demonstrating that checks have been done, including the issue date and number of the enhanced DBS check.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

We require that all staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.

Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person’s employment with us will be terminated.

We inform Ofsted of any changes to our Registered Person such as change of Owner or Manager.

**Recruitment**

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice as laid out in our Promoting Equality Policy. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the job regardless of age, gender, culture, marital status, ethnic origin, religion or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner