



SUPERVISION OF STAFF POLICY

The setting manager is responsible for ensuring all staff are registered to work on the premises. Checks are carried out via an enhanced DBS check/Discloser clearance and verified by the inspection body, however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

All new staff will be required to be registered on the ISA register BEFORE they commence work with children.

All nursery staff will be informed of staff awaiting enhanced CRB/DBS clearance.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018

Staff awaiting an enhanced disclosure will never:

- be left unsupervised whilst caring for children
- take children for toilet visits unless supervised by registered staff
- change nappies whilst unsupervised
- be left unsupervised during outdoor play
- be left alone in a room with children
- administer medication
- administer first aid.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and participate fully in every other aspect of the nursery day.

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Signature

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