**Elinor Warner (Head Teacher)**

**11 School Road, Warstock, B14 4BH**

**0121 474 2356**

**www.hightersheathnursery.org.uk**

**SAFEGUARDING CHILDREN AND STAFF POLICY**

**Permanent and Fixed Term Contract Staff**

All staff who are employed at Highters Heath Nursery on a regular basis i.e. full time and part time must show evidence of:-

 Identity - ideally a form of photo identity i.e. passport, driving licence or if this is not available Birth Certificate which will be countersigned by either the Headteacher or Assistant Headteacher;

 Proof of their Right to Work in the UK;

 Enhanced DBS Check which is reviewed every three years;

 Qualifications (if appropriate).

 Disqualification by Association

Copies of these three documents will be kept in a confidential file, which is located in a locked wall cupboard in the nursery office.

**Supply Staff**

Any agencies used will be asked if staff have been DBS checked **- we will only accept staff that have been cleared.**

Supply staff will be asked to bring in their DBS Check which will be photocopied and kept in the file.

**Volunteers**

All long term volunteers will follow the same procedure as permanent staff.

**Other Workers Connected to Highters Heath Nursery.**

People who may work with parents and children who are not employed by the Nursery, should be DBS cleared by their own organisation. Highters Heath Nursery will request copies of their clearance to keep on file.

**People Awaiting Checks / Clearance**

Any personnel waiting to be cleared will not be left alone with any child. They can either work alongside other staff members or other suitable tasks will be provided until we see and copy the relevant documents.

**Visitors**

Visitors to the nursery will sign in and wear a visitor’s badge/sticker. They will be accompanied by a staff worker and will not be alone with any child - (see Health & Safety Policy).

***Reviewed and Ratified by Governing Body on Thursday 6th April 2017***

***Signed by Chair of Governors – Phil Styles Dated 6/4/2017***