

Supervision Procedures for Non Vetted Staff and Visitors

The club manager or owner is responsible for ensuring all staff members are vetted to ensure they are suitable to work with children.

All staff members must:

1. Complete a Staff Registration Form
2. Undertake a Criminal Record Bureau (CRB) check of Enhanced level
3. Provide two reference checks
4. Have their qualification checks via registered body (where applicable) and provide originals to be photocopied and filed.
5. New managers must complete an EY2 form and send this to Ofsted
6. Undertake a trial period & full induction

While checks are being carried out, new members of the team may work in the club, but under constant supervision from a qualified member of staff. Any staff with uncompleted checks will **never** be left alone with children.

All staff will be informed of those awaiting suitability clearances.

Staff, students and visitors awaiting checks must never:

1. Be left unsupervised whilst caring for child.
2. Administer medication
3. Administer first aid treatment.
4. Carry out toileting duties

Whilst ensuring all the above is adhered to, it is vital that the non vetted staff members are made to feel part of the team and participate fully in every other aspect of our club.

Visitors Procedure

1. All visitors are required to report to a member of staff on arrival
2. Identification will be checked and visitors will be asked to sign in and out of the building
3. They will be prompted to do so by a notice displayed in the entrance to the building
4. Where necessary staff and children will be informed of visitors to their setting and introduced
5. A visitors badge will be supplied if identification is not available
6. Any visitors will never be left alone with children.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.