



Supervision of Staff Policy

The manager is responsible for ensuring all staff, including students, are registered to work on the premises. Checks are carried out via enhanced CRB clearance checks and verified by the inspection body, however staff can work in the setting before these checks are completed and will be supervised by registered staff at all times.

All staff will be informed of staff awaiting enhanced CRB clearances.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies.
- Be left unsupervised during outdoor play.
- Be left alone in a room with children.
- Administer medication.
- Administer first aid.
- Take photographs of any children.
- Look at a child's learning and development log.

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 day.

We recognise that the enhanced CRB procedure is only part of a suitability decision and the setting's management will ensure that each individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in our Safe Recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the setting.

All students will also receive an interview to ensure they are suitable for the setting, an induction process to ensure they fully understand and are able to implement the setting's procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	