

# Razzy's Daycare & Nursery

## Suitability & Disqualification Policy



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### Introduction

Razzy's Daycare & Nursery is fully committed to safeguarding and promoting the welfare of all children in our care. This policy sets out the measures we take to ensure that every person working within, or connected to, the setting is suitable to do so. Safeguarding begins with safe recruitment, thorough vetting, continuous supervision, clear expectations of conduct, and compliance with all legal obligations relating to childcare and early years provision. The purpose of this policy is to establish consistent and transparent procedures that protect children, support staff, and ensure the highest level of accountability. It applies to all employees, volunteers, students, apprentices, agency staff, contractors, and any individual who may have regular or unsupervised access to children while on the premises.

### Legal Framework

Razzy's Daycare & Nursery complies fully with the statutory requirements outlined in:

- Early Years Foundation Stage (EYFS) 2025
- Keeping Children Safe in Education (KCSIE)
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974.

We also follow all relevant guidance connected to the Disclosure and Barring Service (DBS), the Children's Barred List, and the disqualification criteria as defined by law. In addition, the setting adheres to the Data Protection Act 2018 and UK GDPR with regard to storing, handling, and sharing sensitive information obtained through vetting processes.

These legal frameworks require early years providers to demonstrate their commitment to safeguarding and to maintain accurate documentation that evidences ongoing compliance.

## **Commitment to Ensuring Staff Suitability**

Ensuring staff suitability is an ongoing responsibility and not limited to the recruitment stage. Razzy's Daycare & Nursery requires all staff to act responsibly, professionally, and in the best interests of children at all times. Suitability encompasses a staff member's conduct, character, qualifications, physical and emotional fitness, and ability to follow safeguarding practices consistently. All adults working in the setting are expected to maintain high standards of behaviour, uphold professional boundaries, and contribute to a safe and trusting environment. Concerns about any aspect of suitability will be addressed promptly through supervision, training, or formal procedures if necessary. Our commitment to vigilance means that child safety always takes priority over other considerations.

## **Safe Recruitment Procedures**

Razzy's Daycare & Nursery operates a robust safer recruitment process. All job vacancies include explicit safeguarding expectations, and every applicant must complete an application form that requires a full employment history, including explanations for any gaps. Shortlisted candidates participate in a formal interview designed to assess their suitability, competence, and understanding of safeguarding responsibilities. Before employment is confirmed, the setting obtains two written references, verifies identity and right-to-work documents, checks relevant qualifications, and conducts an enhanced DBS check. No individual will be permitted unsupervised access to children until all required checks have been securely completed. Every new staff member must complete a thorough induction, which includes reading all safeguarding policies and procedures.

## **Ongoing Monitoring of Suitability**

Suitability is continuously monitored throughout employment. This includes daily professional conduct, annual appraisals, regular supervision meetings, and close observation of interactions with children. Staff must attend mandatory safeguarding and paediatric first aid training and maintain up-to-date knowledge of child protection procedures. All staff have a duty to report any concerns regarding their own suitability or that of a colleague. Changes in circumstances—such as involvement in a police investigation, significant health concerns, or allegations relating to children—must be declared immediately to management. In addition, every staff member must complete a Suitability & Disqualification Declaration on appointment and annually thereafter to confirm ongoing compliance with safeguarding expectations.

## **Disqualification Under the Childcare Act 2006**

The law states that certain individuals are disqualified from providing or being involved in the management of childcare. Disqualification applies when a person has been convicted of particular criminal offences, is on the Children's Barred List, has had a child removed from their care, or has been previously disqualified from childcare registration. Razzy's Daycare & Nursery must not employ or continue to employ any individual who is legally disqualified unless Ofsted has granted a waiver. The former "disqualification by association" rules no longer apply to staff working in non-domestic settings such as nurseries. However, individuals working in domestic childcare settings such as childminders continue to be subject to association rules. Razzy's Daycare & Nursery ensures staff fully understand the circumstances that may lead to disqualification and the responsibility to declare relevant information without delay.

### **Suitability & Disqualification Declaration**

All staff must complete a Suitability & Disqualification Declaration prior to starting work at Razzy's Daycare & Nursery. This declaration confirms that the individual meets legal suitability requirements and is not disqualified under the Childcare Act. The declaration also requires staff to confirm their understanding that changes in their circumstances must be disclosed immediately. Every staff member renews this declaration annually as part of the setting's commitment to ongoing safeguarding. Completed declarations are stored securely, treated as confidential information, and made available to Ofsted upon request as evidence of compliance.

### **Procedures if a Disqualification is Identified**

If Razzy's Daycare & Nursery becomes aware that a staff member may be disqualified, the individual will be removed from any duties involving contact with children. They may be suspended while further information is gathered. Ofsted must be notified immediately, as required by the EYFS. The staff member may apply for an Ofsted waiver if appropriate; however, they cannot work in any childcare capacity until a waiver has been formally granted in writing. During this process, the setting will handle all information sensitively, maintaining confidentiality in accordance with employment law and data protection requirements. The safety and welfare of the children remain the primary concern at all times.

### **Record Keeping**

Razzy's Daycare & Nursery maintains a comprehensive Single Central Record (SCR) that documents all vetting and suitability checks. This includes proof of identity, right-to-work verification, DBS checks, barred list checks, qualification checks, references, employment history, and suitability declarations. Records are

updated promptly whenever new information becomes available and are stored securely in compliance with UK GDPR. Access is strictly limited to authorised personnel. The SCR is monitored regularly to ensure it remains accurate, complete, and compliant with Ofsted requirements.

### **Confidentiality and Data Protection**

All information gathered for the purposes of assessing suitability or disqualification is handled carefully and confidentially. Personal data is collected only when necessary, stored securely, and retained for no longer than required by law or for safeguarding purposes. Information is shared only with individuals or organisations that have a legitimate need to know, such as Ofsted, the local authority, or law enforcement agencies. Razzy's Daycare & Nursery is committed to respecting the privacy and rights of staff while fulfilling our legal safeguarding responsibilities.

### **Staff Training**

All staff at Razzy's Daycare & Nursery receive safeguarding training during induction and at regular intervals throughout their employment. Training includes recognising signs of harm or abuse, understanding disqualification criteria, maintaining professional boundaries, and following reporting procedures. Staff are expected to keep their knowledge up to date and participate fully in refresher sessions. Effective training ensures that all adults in the setting are confident in their responsibilities and able to act appropriately and swiftly to protect children.

### **Policy Review**

This policy is reviewed annually or sooner if there are changes to legislation, statutory guidance, or organisational practice. Any amendments are shared with all staff, who must read and confirm their understanding of the updated policy. Razzy's Daycare & Nursery recognises that safeguarding is an evolving responsibility and is committed to continuous improvement to ensure the highest level of protection for children.