

Disqualification Policy

Link to Every Child Matters: Staying Safe

Links to the Early Years Foundation Stage

Safeguarding and Welfare Requirements: Suitable People– Disqualification 3.14

If as a nursery we became aware of relevant information which may lead to the disqualification of an employee, the nursery will take appropriate action to ensure the safety of the children. In the event of the disqualification of an employee, the nursery will no longer continue to employ them.

The nursery will inform Ofsted with the following information:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

This information will be provided to Ofsted as soon as is reasonably practicable but within 14 days of the date the nursery became aware of the information.

This policy was adopted by	Small World Nursery
On	13 th August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)

Childcare Disqualification Declaration Form

This form is to be completed by all new staff when they commence employment (including regular volunteers and students) AND completed by all staff on an annual basis

Name of Staff

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the nursery manager responsible for your recruitment.

Questions relating to you

Section1	
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes / No
Have any orders or other determinations related to childcare been made in respect of you?	Yes / No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at Small World Nursery?	Yes / No
Have any orders or other determinations related to childcare been made in respect of a child in your care?	Yes / No
Are there any other relevant orders, restrictions or prohibitions?	Yes / No
Have you been refused registration or had registration cancelled in relation to childcare or a children's home or have you been disqualified from private fostering?	Yes / No
Are you barred from working with children (Disclosure and Barring, DBS)?	Yes / No
Section 2	
Have you been cautioned or convicted of; <ul style="list-style-type: none"> Any offence against or involving a child? (A child is a person under the age of 18)? Any violent* or sexual offence against an adult? Any offence under the Sexual Offences Act? 	Yes / No Yes / No Yes / No
Any other relevant offence?	Yes / No

If you have answered YES to any of the questions above you should provide details below in respect of yourself.

You must notify the nursery manager of the details immediately.

Details of the order, restrictions, conviction, caution etc...	
The date of these	
The relevant court(s) or body(ies)	
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The date of these	
The relevant court(s) or body(ies)	

You must also provide a copy of the relevant order, caution, conviction etc. in relation to cautions/convictions a DBS certificate may be provided.

- I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability to care for children immediately.
- I will ensure I notify my employer of any conviction, cautions, court orders, reprimands or warnings I may receive.
- I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed: Date:

To be completed by the Nursery Manager

I have received the answers and no further action is required

Name Signature
Date

Or

I have reviewed the answers provided and the following actions have been taken

Name Signature
Date