# SUITABILITY OF STAFF POLICY

At Wibli Wobli Nursery we are committed to ensuring that all staff, including students, are suitable to work or be in regular contact with children. We have systems in place to ensure all staff are suitable to work with or be in regular contact with children. This includes making a decision about suitability as part of the recruitment process and monitoring continued suitability as part of regular staff or student supervision.

The nursery manager is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, as a last resort staff may work in the nursery before these checks are completed as long as they are supervised by staff who already hold an enhanced check at all times and the check has been applied for.

All nursery staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by registered staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Be involved in looking at a child's learning and development log, but can contribute to it
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and nursery management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the 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 nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.
All students will also receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|---|---|---|
| *27/10/2026* | *L.George* | *10/2027* |

# POLISI ADDASRWYDD STAFF

Ym Meithrinfa Wibli Wobli rydym yn ymrwymedig i sicrhau bod yr holl staff, gan gynnwys myfyrwyr, yn addas i weithio neu mewn cysylltiad rheolaidd â phlant. Mae gennym systemau ar waith i sicrhau bod yr holl staff sydd mewn cysylltiad rheolaidd â phlant, yn addas i wneud hynny. Mae hyn yn cynnwys gwneud penderfyniad ynghylch addasrwydd fel rhan o'r broses recriwtio a monitro addasrwydd parhaus fel rhan o oruchwyliaeth staff neu fyfyrwyr rheolaidd.

Mae rheolwr y feithrinfa yn gyfrifol am sicrhau bod gan yr holl staff a myfyrwyr wiriad manylach gyda'r Gwasanaeth Datgelu a Gwahardd (DBS), a bod canlyniadau gwiriad o'r fath yn cael eu hasesu fel rhan o benderfyniad ar addasrwydd. Lle bo modd, bydd y staff yn cwblhau'r gwiriadau cyn dechrau cyflogaeth. Fodd bynnag, os oes oedi cyn i wiriadau ddod i ben, gall staff weithio yn y feithrinfa cyn i'r gwiriadau hyn gael eu cwblhau cyhyd â'u bod yn cael eu goruchwylio gan staff sydd eisoes â gwiriad uwch bob amser a bod gwiriadau wedi'i gwneud.

Bydd pob aelod o staff y feithrinfa yn cael gwybod am unrhyw staff sy'n disgwyl cliriad DBS manylach.

Ni fydd staff sy'n aros am yr archwiliadau hyn yn:

- Cael eu gadael heb oruchwyliaeth wrth ofalu am blant
- Mynd â phlant am ymweliadau toiled oni bai bod staff cofrestredig yn eu goruchwylio
- Newid clytiau
- Cael eu gadael ar eu pen eu hunain mewn ystafell neu du allan gyda phlant
- Gweinyddu meddyginiaeth
- Gweinyddu cymorth cyntaf
- Tynnu lluniau o unrhyw blant
- Cymryd rhan mewn edrych ar log dysgu a datblygu plentyn, er gallant gyfrannu ato
- Cael mynediad i fanylion a chofnodion personol plant.

Er ein bod yn cadw at y rhestr uchod, rydym yn cydnabod ei bod yn hanfodol bod yr aelod o staff sy'n aros am ddatgeliad DBS manwl yn cael ei gwneud i deimlo'n rhan o'r tîm a'n bod yn eu cefnogi i gymryd rhan
lawn ym mhob agwedd arall ar yn y  diwrnod yn y feithrinfa.

Rydym yn cydnabod mai dim ond un rhan o benderfyniad addasrwydd yw datgeliad manylach y Gwasanaeth Datgelu a Gwahardd a bydd rheolwyr y feithrinfa yn sicrhau bod pob unigolyn sy'n gweithio gyda phlentyn yn mynd trwy weithdrefn recriwtio ac ymsefydlu cadarn (fel y nodir yn y polisi recriwtio diogel). Byddwn hefyd yn sicrhau eu bod yn derbyn cefnogaeth, hyfforddiant a goruchwyliaeth barhaus gan y rheolwyr er mwyn darparu amgylchedd diogel ac iach i bob plentyn yn y feithrinfa. Rydym yn gweithredu ar unrhyw wybodaeth sy'n dod i'n sylw sy'n awgrymu efallai na fydd rhywun bellach yn addas i'w rôl.

Bydd yr holl fyfyrwyr hefyd yn cael cyfweliad i sicrhau eu bod yn addas ar gyfer y feithrinfa ac yn dilyn proses sefydlu i sicrhau eu bod yn deall yn llawn ac yn gallu gweithredu yn unol â gweithdrefnau, arferion gweithio a gwerthoedd y feithrinfa. Bydd pob myfyriwr yn cael ei oruchwylio'n llawn i sicrhau ei fod yn derbyn y cymorth, yr hyfforddiant a'r wybodaeth briodol y gallai fod ei angen arno.

| Mabwysiadwyd y polisi hwn ar | Llofnodwyd ar ran y feithrinfa | Dyddiad adolygiad nesaf |
|---|---|---|
| *27/10/2026* | *L.George* | *10/2027* |