



# **BARNFIELDS EXTRA**

## **BEFORE AND AFTER SCHOOL CLUB**

### **Suitable Persons Policy**

Barnfields Extra Before and After School Club ensure that the adults looking after children or having unsupervised access to children are suitable to do so. We also recognise that the quality of the provision depends upon the staff that it employs. Barnfields Extra will comply with all conditions of registration and ensure anyone who works directly with the children has been DBS cleared.

In the event of a vacancy an advertisement will be made in accordance with this policy. During the recruitment process suitable persons will be selected using evidence from

1. DBS;
2. References;
3. Full employment history;
4. Qualifications;
5. Interviews;
6. Identity checks;
7. And any other checks, e.g. Medical Suitability.

We have an equal opportunity policy. It is of utmost importance that high standards of staffing are maintained within Barnfields Extra and that adults who have not been checked are properly supervised, other adults, such as trades people, are accompanied at all times and students and volunteers will never be left unsupervised.

Where possible all staff will be encouraged to improve and further their knowledge and/or qualifications. During yearly appraisals staff will be asked to sign a declaration to any changes which may affect their suitability to work with children.