

APPLE TREE DAY NURSERY

Procedure for Non-Vetted Persons

It is our intention to make Apple Tree Day Nursery a safe place for all children and staff.

To achieve this, we will ensure that:

- a) Any individual working in or visiting the Apple Tree Day Nursery as a member of staff, student, must not be left alone with children.
- b) Any individual who will be working in the Nursery on a regular basis is asked to undertake appropriate checks, including a Police Check through Criminal Records Bureau (CRB).
- c) No individual will work unsupervised with children in the Nursery until they have shown the Owner original documentary proof that they are in receipt of a satisfactory enhanced disclosure (CRB check) and are deemed suitable in every other respect.

In particular, prior to the appropriate checks being carried out a non-vetted person must not:

- a) Be left in charge of any children even for short periods of time.
- b) Change children's nappies or clothing.
- c) Escort children to the toilet.

Date:

Signed.....(Nursery Owner)

Date to be reviewed: 1.1.2016