

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, volunteer or 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.

In the vent of a non-vetted person having to enter Apple Tree Day Nursery for a short perod of time i.e. visitor or trades person they must sign the Visitor's Book on arrival at the Nursery and when leaving the Nursery and must be escorted at all times. Their child's key worker, if available should escort volunteer parent helpers.

Date: August 20010

Owner

Signed.....
Nursery

Date to be reviewed: August 20011