

Egerton Nursery & out of School Club

Safe Recruitment of Outside Agencies Policy



Egerton Nursery and Out of School Club

EYFS: 3.62

Document History

Author	Kerry Hurst
Role	Manager
Approved by	
Approval date	00/00/2022
Review period	1 year
Review date	00/00/2023

Version History

Version	Date	Changes
1	13/09/2022	New policy document.

List of Abbreviations Used

SENCO	Special Educational Needs Coordinator
DBS	Disclosure and Baring Service

At **Egerton Nursery and Out of School Club** we aim to protect the children in our care at all times. This includes making sure any visitors to the setting are properly identified and supervised.

All visitors/outside agencies must sign in on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists.

Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the setting must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building-(See Supervision of Visitors Policy)
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the setting should be the only people allowing external visitors and parents entry to the nursery
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.
- Outside agencies are responsible for safe recruitment
- The Manager is responsible for ensuring that all staff have an enhanced check with the Disclosure and Baring Service (DBS)

Legal requirements

The nursery/Club follows the legal requirements set out in The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. Our Health and Safety Policy has regard to any employees requiring special consideration at the commencement of employment and during the course of it. The following procedure is followed.

Procedure

The setting manager:

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the setting
- Carries out any risk assessments relating to such workers