All staff including assistants, volunteers or students will be required to undergo a DBS check should they be responsible for children within my care and therefore unsupervised at times. All assistants will be interviewed to determine their competence and suitability to work with children within my setting. All adults are expected to act as positive role models and always remain professional while onsite.

Assistants will be required to hold a minimum of a level 2 in childcare or similar to ensure that they have an understanding of how to work with and support children in our care. Assistants will be required to carry out regular safeguard training and first aid training. It is my responsibility to ensure this is kept up to date and I hold a record of when each are due for renewal.

Only assistants or I are allowed to help with intimate care, i.e. nappy changing and toileting. This is to protect your child and to protect my family from any possible allegations. All personal care will be recorded and marked who carried out the personal care and why.

Emergency cover should a member of staff be off sick. Should a member of staff be unable to work then I will arrange cover to the best of my ability and parents will be notified of this. Cover may include another assistant that does not usually work that day or may be an adult that I trust. Should this be the case then the above regarding personal care will still apply.

If you have any concerns or questions regarding this policy or a member of staff, please do contact me.