



Suitable person

2.1.3 Staff suitability questionnaire

Staff details

Employee name		Job title / role	
Date completed		Start date at the nursery	
Review period	Annual	DBS certificate / update service reference	

Purpose and instructions

This declaration supports the nursery's statutory duty to ensure that staff are, and remain, suitable to work with children. It is your statutory duty to answer each question honestly and fully. So, please answer each question by ticking Yes or No. If you answer Yes, provide relevant details in the space provided or request a confidential discussion with the Nursery Manager / Designated Safeguarding Lead (DSL). If any of your answers change before the next review in a year's time it is your statutory duty to promptly report the change of circumstance to the nursery. Thanks.

Suitability and safeguarding declaration

1. Since your last suitability declaration or since commencing employment, have you received any caution, conviction, police warning or other criminal disposal that you are legally required to disclose and which may be relevant to your suitability to work with children?

☐ Yes ☐ No

Details / discussion notes:



2. Are you currently subject to any police investigation, criminal proceedings or pending charges that may be relevant to your work with children?

☐ Yes ☐ No

Details / discussion notes:

3. Are you barred from regulated activity with children, or are you aware of any restriction that prevents or may prevent you from working with children?

☐ Yes ☐ No

Details / discussion notes:

4. Are you disqualified from providing, managing or working in relevant childcare under the Childcare Act 2006 or associated regulations?

☐ Yes ☐ No

Details / discussion notes:

5. Since your last declaration, have you become subject to any order, determination, restriction or other circumstance relating to the care or protection of a child that may be relevant to your suitability to work with children?

☐ Yes ☐ No

Details / discussion notes:

6. Have you been the subject of any safeguarding allegation, investigation, disciplinary process or professional conduct investigation relating to children or vulnerable people that has not previously been disclosed to the nursery?

☐ Yes ☐ No

Details / discussion notes:

7. Have you been dismissed, suspended, removed from duties, referred to a regulatory body, or resigned during an investigation from any position involving children or vulnerable people, where this has not previously been disclosed to the nursery?

☐ Yes ☐ No

Details / discussion notes:

8. Has any professional registration, qualification or licence relevant to your role been suspended, restricted, withdrawn or made subject to conditions since your last declaration?

☐ Yes ☐ No

Details / discussion notes:

9. Is there any other circumstance, incident or change that you reasonably believe could affect your suitability to care for, supervise or have regular contact with children?	☐ Yes ☐ No
Details / discussion notes: 	

Health, wellbeing and ability to carry out the role safely

10. Is there any change in your circumstances that affects your ability to carry out the essential duties of your role safely and for which you would like the nursery to consider support or reasonable adjustments?	☐ Yes ☐ No
Details or confidential discussion requested: 	

Staff declaration

- I confirm that:
- ☐ the information I have provided is accurate and complete to the best of my knowledge;
 - ☐ I understand my responsibility to safeguard children and promote their welfare;
 - ☐ I understand that I must promptly inform the Nursery Manager / DSL of any future circumstances that may affect my suitability to work with children;
 - ☐ I understand that failure to disclose relevant information may result in safeguarding and/or disciplinary action; and
 - ☐ I understand that information disclosed will be considered fairly, confidentially and in accordance with applicable safeguarding, employment and data-protection requirements.

Name		Date	
Signature			

Manager review and sign-off

Review outcome	☐ No concerns identified ☐ Further discussion required ☐ Safeguarding / HR advice required ☐ Risk assessment required ☐ Further checks or information required
Action / comments	
Manager name / role	
Manager signature and date	

Annual suitability review record

Use this section for subsequent annual reviews. A fresh questionnaire should be completed sooner if circumstances change or where the nursery considers a new declaration appropriate.

Review date	Changes declared?	Action / follow-up	Manager name	Manager initials	Staff initials
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				
	☐ Yes ☐ No				

Confidentiality and record keeping

This form contains sensitive personal information. Store it securely in the staff's online staff folder. Retain it only in line with the nursery's safeguarding, recruitment, employment and data-protection arrangements.