



Suitable person

2.1.4 Staff suitability questionnaire– 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.

