



**Children (NI) Order 1995  
Childminding and Day Care Regulation (NI) 1996**

**Fit Person Assessment Form**

**Part A**  
*(for all Posts identified below)*

The Trust Early Years Teams have a statutory responsibility to satisfy themselves that all applicants and persons in charge in Group Day Care settings are suitable to work with children. It is therefore a requirement for full vetting and a Fit Person Assessment to be completed in respect of all potential applicants and persons in charge prior to Trust approval being considered at an Early Years Panel.

**Pages 1 & 2 to be completed by applicant prior to interview**

<b>Name of Person:</b>	
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<b>Position Applied for:</b> <i>(Please tick)</i>	<i>Owner/ Committee Chair</i>	<i>Person in Charge</i>	Deputy	Designated Child Protection Officer

<b>Name of Setting:</b>	
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*(To be completed if not already supplied)*

Qualifications	Date Completed

*(To be completed if not already supplied)*

Relevant Training Completed	Date Completed

**Employment History:**

*(Complete on separate sheet if necessary)*

Post	Responsibilities	Dates	Reason for Leaving

**FOR TRUST USE ONLY****Checks Completed:**

	Date	Outcome
<b>ACCESS NI</b>		
<b>Declaration of Health</b>		
<b>Trust Records</b>		
<b>SSAFA Check (if appropriate)</b>		
<b>References (including one from current or most recent employer)</b>		
<b>Original copies of qualification seen (if applicable)</b>		
<b>Summary of outcomes of issues arising</b>		
<b>Health Visitor Reference (for applicant only if they have a child under 5 years)</b>		

**NOTE: If person is the Owner AND Person-in-Charge both sections B and C need to be completed EXCEPT where it says (if applicable)**

<b>Part B (Applicant/Committee Chair/Owner)</b>
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<b>1.</b>	<b>Outline applicant's motivation for taking on this position.</b>

<b>2.</b>	<b>Describe the applicant's understanding of the Trust's statutory responsibilities in terms of registration and inspection.</b>

<b>3.</b>	<b>What is the applicant's understanding of their safeguarding responsibilities?</b>

<b>4.</b>	<b>Describe the applicant's understanding of recruitment and selection practices.</b>

<b>5.</b>	<b>How would the applicant ensure that they have employed a suitable manager in their facility?</b>

<b>6.</b>	<b>How would applicant ensure staff are employed in sufficient numbers and with relevant qualifications?</b>

<b>7.</b>	<b>How would the applicant ensure financial sustainability of the facility?</b>

<b>8.</b>	<b>How would the applicant promote the training and developmental needs of his/her staff?</b>

<b>9.</b>	<b>How will the applicant ensure that the manager is aware of all their roles and responsibilities?</b>

<b>10.</b>	<b>What arrangements has the applicant in place to manage complaints and concerns?</b>

<b>11.</b>	<b>Any Additional Information.</b>

<b>12.</b>	<b>Summary of Assessment of Fitness.</b>

13.	Recommendation

<b>Part C</b> <b>(Person-in-Charge/Deputy)</b>
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<b>1.</b>	<b>Outline Person in Charge's motivation for taking on this position (if applicable).</b>

<b>2.</b>	<b>Describe the Person in Charge's understanding of the Trust's statutory responsibilities in terms of registration and inspection (if applicable).</b>

<b>3.</b>	<b>What is the Person in Charge's understanding of their safeguarding responsibilities (if applicable)?</b>

<b>4.</b>	<b>What is the applicant's understanding of confidentiality?</b>

<b>5.</b>	<b>How will the Person in Charge promote Anti-Discriminatory Practice in the setting?</b>

<b>6.</b>	<b>How will the Person in Charge ensure that staff working with children are suitable to do so?</b>

<b>7.</b>	<b>How will the Person in Charge ensure the suitability and safety of the premises and equipment?</b>

<b>8.</b>	<b>How will the Person in Charge ensure staff are supported and their training and developmental needs met in the setting (if applicable)?</b>

<b>9.</b>	<b>How will the Person in Charge ensure that complaints from children, parents and staff are dealt with (if applicable)?</b>

<b>10.</b>	<b>What is the Person in Charge's understanding of what records need to be kept?</b>

<b>11.</b>	<b>How does the Person in Charge demonstrate a commitment to working in partnership with parents?</b>

<b>12.</b>	<b>What is the Person in Charge's understanding of their requirements for reporting changes and matters of concern to the Trust?</b>

<b>13.</b>	<b>What is the Person in Charge's understanding of the settings registration certificate?</b>

<b>14.</b>	<b>How will the Person in Charge ensure the care, play and developmental needs of children are met in the setting?</b>

<b>15.</b>	<b>How does the Person in Charge describe his/her role in their setting?</b>

<b>16.</b>	<b>Any Additional Information.</b>

<b>17.</b>	<b>Summary of Assessment of Fitness.</b>

<b>18.</b>	<b>Recommendation</b>

<b>Part D</b> <b>(Designated Child Protection Officer)</b>
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<b>1.</b>	<b>Outline applicant's motivation for taking on this position.</b>

<b>2.</b>	<b>Describe the applicant's understanding of the Trust's statutory responsibilities in terms of registration and inspection.</b>

<b>3.</b>	<b>What is the applicant's understanding of their safeguarding responsibilities?</b>

<b>4.</b>	<b>Can you identify signs and symptoms of child abuse?</b>

<b>5.</b>	<b>What is the applicant's understanding of confidentiality?</b>

<b>6.</b>	<b>What is the applicants understanding of the records that need kept?</b>

<b>7.</b>	<b>What is the applicants understanding of confidentiality?</b>

## Conclusion

1.	Any Additional Information

2.	Summary of Assessment of Suitability

3.	Recommendation

Signed: \_\_\_\_\_  
Early Years Social Worker

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Early Years Team Manager

Date: \_\_\_\_\_