Chavey Down Pre-School

Staff, Assistants, Volunteers and Students Policy

Alongside associated procedures in Staff, assistants, volunteers and students, this policy was adopted by Initial Steps Ltd.

Aim

Staff are deployed to meet the care and learning needs of children and ensure their safety and well-being. There are effective systems in place to ensure that adults looking after children are suitable to do so.

Objectives

- Recruitment checks meet the requirements of the EYFS as stipulated in procedure 8.1
- All staff and volunteers who work more than occasionally with the children have enhanced DBS disclosure checks. All staff and volunteers working with children have appropriate training, skills, and knowledge.
- All staff, students and volunteers are deployed in accordance with the procedures.
- There is a complaints procedure and staff, and volunteers know how to complain and who they complain to.
- There is a whistleblowing procedure for all staff, students and volunteers to raise any concerns they may have.
- Ofsted are notified of staff changes or changes to the setting's name or address.
- Parents/carers are involved with their children's learning and their views are considered.

Legal references

Protection of Children Act 1999
Safeguarding Vulnerable Groups Act 2006
Childcare Act 2006

Further guidance

Recruiting Early Years Staff (Alliance Publication)
People Management in the Early Years (Alliance Publication)

This policy was adopted by: Kate Sillett

Date: 07th May 2026

Date to be reviewed: 07th May 2027

Signed on behalf of the Provider: K. Sillett

Name of Signatory: Kate Sillett

Role of Signatory: Director