

# Whitegrove 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:** 07<sup>th</sup> May 2026

**Date to be reviewed:** 07<sup>th</sup> May 2027

**Signed on behalf of the Provider:** *K. Sillett*

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director

**Initial Steps Ltd**

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