



## Staff, Volunteers and Students Policy

### Introduction

Houghton and Wyton Pre-school is committed to safeguarding and promoting the welfare of all children. We recognise the importance of deploying qualified, skilled, and appropriately supervised staff, volunteers, and students to ensure high-quality care and learning. This policy sets out the procedures for the safe recruitment, induction, and deployment of all adults working with children in our setting.

**Aim** To ensure all staff, volunteers, and students are appropriately recruited, vetted, trained, and supported to fulfil their responsibilities and contribute positively to the safety and development of children.

### Objectives

We will:

- Ensure all individuals working with children are suitable to do so
- Follow robust safer recruitment procedures
- Provide clear guidance, supervision, and training for all staff, volunteers, and students
- Maintain appropriate staff-to-child ratios at all times
- Work in partnership with parents and carers

### Roles and Responsibilities

- **Manager and Deputy Manager:** Oversee safer recruitment, deployment, supervision, and compliance with statutory requirements
- **All Staff:** Follow safeguarding procedures, complete required training, and support students/volunteers
- **Volunteers and Students:** Work under the supervision of a qualified member of staff; must not be left unsupervised with children

### Implementation Procedures

#### 1. Recruitment and Suitability

- All staff and volunteers working more than occasionally with children undergo an enhanced DBS check
- References and identity checks are carried out prior to appointment
- Individuals are not permitted to work unsupervised until all checks are complete
- Ofsted is notified of changes to the Manager, nominated individual, or Trustees

#### 2. Induction and Supervision

- All new staff, students, and volunteers receive a structured induction that includes:
  - Safeguarding and Child Protection Policy
  - Health and Safety Policy
  - Whistleblowing Procedure
  - Code of Conduct
- Supervision meetings are held regularly to:
  - Review practice and performance
  - Offer coaching, support, and reflection
  - Identify training or wellbeing needs

#### 3. Deployment and Conduct

- Staff, students, and volunteers are deployed according to their experience and the needs of the children
- We ensure staff are familiar with their key person responsibilities and the routines of the setting
- Students and volunteers:



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- Must be 17+ unless attending as part of a structured course
- Are never left alone with children
- Are supported to observe, reflect, and learn from experienced staff
- Students are expected to follow any placement agreements set out by their training provider, which are reviewed at the start of their placement
- All adults must maintain professionalism and confidentiality at all times

#### **4. Ongoing Development and Training**

Staff, students, and volunteers must not use personal devices to take photographs and must not share images or information about the setting on social media

- Staff complete regular training including:
  - Safeguarding (refreshed every 2 years)
  - Paediatric First Aid (12-hour for at least one staff member on site)
  - Food hygiene, health and safety, SEND awareness
- Volunteers and students are encouraged to participate in relevant training when available

#### **5. Raising Concerns**

- All staff, volunteers, and students are encouraged to raise concerns through:
  - The Whistleblowing Policy
  - Safeguarding procedures
- Complaints or concerns are addressed in line with the Complaints Policy

#### **6. Parent Partnership**

- We value input from parents and encourage open communication
- Parents are made aware of who is working with their child (including key person, students, or volunteers)
- Parental feedback is regularly sought and valued

#### **Monitoring and Review**

This policy is reviewed annually by the Manager and Board of Trustees, or sooner if required by legislative updates.

#### **Legislation and Guidance**

- Statutory Framework for the EYFS (2023)
- Keeping Children Safe in Education (KCSIE) 2023
- Children Act 1989 & 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Protection of Children Act 1999
- Equality Act 2010

#### **Acknowledgment**

All staff, volunteers, and students must read and understand this policy as part of their induction. By doing so, they commit to upholding the setting's standards for safety, professionalism, and safeguarding.