

# Chavey Down Pre-School

## Staff, Volunteers and Students Policy



Alongside associated procedures in staff, 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

- 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.
- Ofsted are notified of staff changes or changes to the setting's name or address.
- Parents 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 2016)  
[People Management in the Early Years](#) (Alliance 2016)

**This policy was adopted by:** Kate Sillett

**Date:** 14<sup>th</sup> August 2024

**Date to be reviewed:** 14<sup>th</sup> August 2025

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

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director