



08. Staff, volunteers and students policy

Alongside associated procedures in 08.1 and 08.3 Staff, volunteers and students, this policy was adopted by Little Fishes on 01/02/22.

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08. Staff, volunteers and students policy

Policy Statement

At Little Fishes, we believe the health and welfare of our staff and volunteers is important for the effective running of a happy and safe nursery. A well-trained staff who are confident in their abilities will create a happy environment for both the children in their care and for their colleagues.

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.

There is an induction period for all staff and volunteers in order to brief them fully about the setting, the families we serve and our policies, procedures, curriculum and daily practice, so that they can carry out their duties effectively and with confidence.

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 parents, staff, and volunteers know how to complain and who they complain to.
- Ofsted are notified of any circumstances or significant events that are likely to affect the suitability of a person who is in regular contact with the children on the premises where childcare is provided.
- The registered provider will notify Ofsted of any notifiable changes as detailed in the EYFS framework.
- Parents are involved with their children's learning and their views are considered.

08.01 Staff deployment

Members of staff are deployed to meet the care and learning needs of children and to ensure their safety and well-being, at all times.

- Two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which should be the manager or deputy.
- The EYFS minimum ratios are adhered to:
 - Children aged two years = 1 adult: 4 children
 - Children aged three to four = 1 adult: 8 children (L3 qualification), 1 adult:13 children (L6 qualification). It is Little Fishes policy to maintain the higher ratio except in exceptional circumstances where safety will still be paramount or during lunchbreaks where effective supervision is still maintained (and the 1:13 L6 ratio may be operated).
 - When working with two year olds: One member of staff will hold a level 3 qualification and at least half will hold a level 2 qualification or higher.
 - When working with three- to four-year-olds: At least half the staff available to work with the children will hold a Level 3 qualification or higher.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the setting manager is satisfied that they are competent and responsible.
- At least one Paediatric First Aider must be on site at all times when children are present. We aim to train all regular staff in Paediatric First Aid in a regular training cycle.
- The setting manager deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are usually within sight and hearing of staff and always within sight *or* hearing of staff at all times.
- All staff are deployed according to the needs of the setting and the children attending.
- During free-flow time, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus on activities, paying particular attention to the needs of their key children.
- Staff inform colleagues if they have to leave the room for any reason.
- There are generally two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The setting manager may direct other members of staff to join those outside, if the numbers of children warrant additional staff to maintain ratios.
- Staff focus their attention on the children at all times whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.
- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key children daily; these times are not for focussed activities but for promoting shared times and friendship.
- Staff follow the procedures in the safeguarding policy with regard to personal use of phones, cameras, internet use and social networking.

08.02 Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for recruitment. We welcome applications from suitably qualified individuals irrespective marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- A job description sets out staff roles and responsibilities.
- Staff are shortlisted and interviewed by the manager and a member of the steering committee.
- St. James' Church carries out a DBS check and notifies manager of the outcome.
- The manager conducts the safer recruitment checks
- We keep records relating to the recruitment of staff, including DBS details, references, qualifications, identity check and right to work in the UK.
- The member of staff, St James and the manager sign the contract.
- The manager oversees an induction period at the end of which the manager is confident that the individual is suitable and competent to fulfil their job description.

08.03 Training and supervision

- We hold monthly staff meetings to discuss policy, curriculum, procedures and for training.
- Staff complete training on safeguarding, the prevent duty, FGM, health and safety, food hygiene as part of their induction period.
- Staff are required to understand the Safeguarding and Health and Safety policy before commencing employment and agree a plan to introduce other policies and procedures during the induction period.
- There is a staff cycle of supervision and appraisal to monitor safeguarding, identify further training needs, support and coaching.
- Records of confidential supervision meetings and training attended are kept in staff personnel files.
- The safeguarding aspects of staff supervision are outlined in the safeguarding policy.
- The termly team days are also used for training and whole staff development

08.04 Staff absence

- Staff are required to inform the manager by 7.30am if they are unable to work due to sickness.
- Staff may agree absence with the manager with sufficient notice.
- Sick leave is monitored and paid in accordance with employment contracts
- We have contingency plans in place to cover staff absences.

08.05 Staff children

- Where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
 - the child is treated by the parent, and all staff, as any other child would be
 - the child will not be in the parent's key group of children
 - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
 - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
 - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent is able to fulfil his/her role as a member of staff
 - staff may have their own children with them outside of setting times, ensuring they are responsible for their care and safety and that having the children present does not interfere with their, or other staffs, ability to carry out their roles.

08.06 Supply staff

- Little Fishes have a team of cover/supply staff that undergo the same safer recruitment process that the regular staff have. All staff have a DBS check.
- They work under the supervision of a permanent member of staff (manager or deputy)
- They do not provide personal care for children (nappies/toileting or handwashing). The exception to this is staff that have undergone safeguarding training and are included in the supervision cycle.
- If agency staff are used, DBS details must be recorded, the individual must read the safeguarding briefing sheet and is given an induction briefing regarding the setting and emergency procedures.

08.07 Deployment of volunteers and parent helpers

Volunteers and parent helpers are always under the supervision of a permanent member of staff. They are not included in staff ratios, or as the two members of staff needed on the premises before children are admitted in the morning or at the end of the day. The only exception to this is when a volunteer or parent helper enables the setting to stay open while cover staff arrive in a situation where the setting would be unable to open (providing a manager or deputy and one regular member of staff is on site).

All volunteers complete an application form, read the safeguarding briefing sheet and are given an induction briefing regarding the setting and emergency procedures.

Regular volunteers complete a form giving emergency contact details, provide 2 references and if working on a regular basis have a DBS check. A regular volunteer with suitable qualifications may be included in the ratios providing they have been through the safer recruitment and induction process and the manager is satisfied they are competent and responsible. They do not provide personal care for children (nappies/toileting or handwashing). The exception to this is volunteers that have undergone safeguarding training and are included in the supervision cycle.

The setting manager ensures that volunteers and parent helpers are deployed to assist permanent staff.

- Volunteers and parent helpers assist staff in ensuring that the equipment in their designated area is used appropriately and that it is left tidy at the end of the session.
- Volunteers and parent helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent helpers do not have unsupervised access to children; they do not take them into a separate room for an activity or toileting and do not take them off premises.
- Volunteers and parent helpers are deployed in addition to two members of staff in the garden/outdoor area when in use.
- The setting manager can direct volunteers and parent helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent helpers focus their attention to children at all times.
- Volunteers and parent helpers do not spend time in social conversation with colleagues while they are with children.
- Volunteers and parent helpers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient volunteers and parent helpers are available to support staff at story times.

08.08 Student placements

Qualifications and training make an important contribution to the quality of care and education. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The setting manager ensures that students meet the 'suitable person' requirements outlined in the statutory framework.
- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- The good character of students under 17 years old is vouched for by the establishment that places them, the setting manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Students and apprentices who are undertaking L3 or above may be counted in ratios if the setting manager is convinced that they are suitably experienced.

- Employed trainee staff over the age of 17 may be included in staffing ratios if deemed competent.
- Staff working as apprentices (aged 16 or over) may be included in staffing ratios if deemed competent.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The setting communicates a positive message to students about the value of qualifications and training.
- The needs of the children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Legal references

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

Further guidance

- Recruiting Early Years Staff (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance

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Name of Manager: Amber Delves

Signature:

