**08 Staff, volunteers and students policy**

# Alongside associated procedures in 08.1-08.3 Staff, volunteers and students, this policy was adopted by *Family Information Group in November 2022*

# 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 who work with children will be subject to safer recruitment procedures.
* 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](https://portal.eyalliance.org.uk/Shop#!prod/9ad36ab5-7364-ea11-a811-000d3a0ba8fe/curr/GBP) (Alliance 2016)

[People Management in the Early Years](https://portal.eyalliance.org.uk/Shop#!prod/a58ed1d4-7564-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2016)

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| --- | --- | --- |
| Date to be reviewed | November 2023 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory | Michelle Butcher | |
| Role of signatory | Services manager | |