

Staff, volunteers and students

2.1 Staff, assistants, volunteers and students policy

Aim

Staff at Discovery Vine are deployed to meet the care and learning needs of children and ensure their safety and well-being. Staff are also deployed to ensure the safety of staff and other people on site. There are effective systems in place including safer recruitment procedures, induction support and ongoing professional development opportunities to ensure that every person looking after children are suitable to do so.

Objectives

- Recruitment checks meet the requirements of the EYFS as stipulated in procedure 2.2
- All staff, students and volunteers aged 16 or over who work with the children have enhanced criminal records checks and barred list checks. If any caution or convictions appear or are disclosed, then the DfE statutory guidance is followed.
- No individuals will be allowed to begin working or volunteering at the setting until the enhanced criminal records check and barred list check have been received.
- All staff and prospective staff, students and volunteers are expected to disclose any information that may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment / placement at the setting).
- All staff and volunteers working with children have appropriate training, skills and knowledge.
- Appropriate steps will be taken to verify qualifications.
- All staff, students and volunteers are deployed in accordance with the procedures.
- There is a complaints procedure and staff, students and volunteers know how to complain and who they complain to.

- There is a whistleblowing procedure for all staff, students and volunteers to raise concerns about poor or unsafe practice they may have.
- Ofsted are notified of any significant events.
- 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

This policy was reviewed and updated on: 07/09/26 and adopted by: Discovery Vine Ltd

Date to be reviewed: August 2027 (or earlier if necessary)

Signed on behalf of Discovery Vine Ltd: Lynda Garbutt

Name of signatory: Lynda Garbutt

Role of signatory: Managing Director