Bishop Sutton Pre-School and Forest Club

Charity Registration Number 1172849

08 Staff, assistants, volunteers and students' policy

Alongside associated procedures in 08.1-08.4 Staff, volunteers and students, this policy was adopted by Bishop Sutton Pre-school and Forest Club on 1st July 2025.

Aim

Staff at Bishop Sutton Pre-school and Forest Club 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

- Recruitment checks meet the requirements of the EYFS as stipulated in procedure 8.1
- 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.
- There is a whistleblowing procedure for all staff, students and volunteers to raise any concerns they may have.
- Ofsted are notified of staff changes or changes to the setting's name or address.
- Parents/carers are involved with their children's learning and their views are considered.

This policy was adopted by	Bishop Sutton Pre-school & Forest Club
On	1st July 2025
Amended on	12th January 2026
Date to be reviewed	AGM 2026
Signed on behalf of the Management Committee	*Sarah Short*
Name of signatory	Sarah Short
Role of signatory	Chair of the Committee
Signed on behalf of the Staff	*Penny Rowlands*
Name of signatory	Penny Rowlands
Role of signatory	Joint Manager

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Legal references

Protection of Children Act 1999

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

Further guidance

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)