08 Staff, assistants, volunteers and students' policy

Alongside associated procedures in 08.1-08.4 Staff, volunteers and students, this policy was adopted by *Woodborough Village Preschool* on *2nd September 2026*

Aim

Ensuring that the requirements of the EYFS are met staff at Woodborough Village Preschool are effectively deployed to meet the care and learning needs of all 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
- In accordance with the EYFS statutory requirements all staff, students and volunteers aged 16 or over who work directly with the children more than occasionally (as defined in the EYFS) 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.
- All staff and volunteers who live on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present) 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 EYFS statutory requirements and 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 any 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

DfE Statutory guidance – Disqualification under the Childcare Act 2006

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)