

Staff, volunteers and students' policy

Alongside associated procedures in 08.1-08.3 Staff, volunteers and students, this policy was adopted by *Blakeney Under Fives Preschool* on 20.5.24.

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 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 changes to the setting's name or address.
- Parents are involved with their children's learning and their views are considered.

Babysitting

We are aware that parents and carers may go to practitioners for out of hours childcare.

This policy outlines the responsibility placed on parents/carers and members of staff that choose to

engage in offsite babysitting. It is important for us to establish boundaries and expectations of both

parties when making this decision.

- It is up to the individual member of staff if they wish to babysit for the children from Blakeney Preschool in their own time. This arrangement is to be made with that member of staff and the

parent/carer outside of working hours and must not interfere with the operation of the Preschool.

- Blakeney Preschool will not be responsible for any private arrangements or agreements that are

made.

- Confidentiality and data protection of employment must be adhered to and respected at all times.

- Blakeney Preschool has a rigorous recruitment and suitability processes in place to ensure that

we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks. Whilst in our employment all staff are subject to ongoing supervision, observations and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no

such control over the conduct of staff outside of their employment with us. Parents should make their own checks as to the suitability of a member of staff for babysitting

- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children

Blakeney Preschool will not be held responsible for any health and safety, safeguarding conduct,

grievances or other issues that may arise from these private arrangements. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement.

- Blakeney Preschool has a duty of care to safeguard all children attending the setting, so if a staff

member has some concerns for a child following a private type arrangement they need to pass

these concerns on to the designated safeguarding lead within the nursery

- In some cases, staff members are allowed to take children straight from the preschool to the

child's home for them to babysit.

- Any arrangements made by staff and nursery families should be disclosed to nursery management as soon as possible.

Legal references

[Protection of Children Act 1999](#)

Safeguarding Vulnerable Groups Act 2006

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings 2009

Information Sharing: Guidance for Practitioners and Managers 2015

Working Together to Safeguard Children 2015

Date of policy	
Review date	
Read and signed 7.4.25 Name CATHY ROWLANDS signature 	Read and signed 7.4.25 Name Rachael Thomas signature 

08.1 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.

- At least two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which is the manager.
- 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, all preschool staff are currently First Aid trained.
- 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.
- 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 inform colleagues if they have to leave the room or area for any reason.
- There are generally two members of staff outside, one of whom supervises climbing equipment if it is in use.
- The setting manager may direct other members of staff to join those outside, if the numbers of children warrant additional staff.
- 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

Staff members 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
 - time and space are made for the parent to breastfeed during the day, if that is their chosen method of feeding
 - 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

If it is the setting manager's child, then the co-manager or chairperson ensures the criteria above is met.

Date of policy	
Review date	
Read and signed 2.2.25. Name CATHY ROWLANDS signature 	Read and signed 2.2.25. Name Rachael Thomas signature 

08.3 Student placement

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.
- 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.

<ul style="list-style-type: none"> • Date of policy 	
Review date	
<p>Read and signed 8.12.24.</p> <p>Name CATHY ROWLANDS</p> <p>signature </p>	<p>Read and signed 8.12.24.</p> <p>Name Rachael Thomas</p> <p>signature </p>