

## **08 Staff, volunteers and students policy**

Alongside associated procedures in 08.1-08.3 Staff, volunteers and students, this policy was adopted by The Big Adventure Club 9/9/2023

Training – The directors will hold safer recruitment certificates and attend regular training. When employing staff safer recruitment procedure will be followed at all times.

### **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.
- Staff will take part in a in depth induction process to include id checks, certificate checks, right to work in the country, references, and a full in-depth induction process covering all policies procedures and employment law. All new staff will ne given regular supervision meetings to support their professional development.
- Staff sign a disqualification by association policy and are asked to declare any convictions at induction prior to starting with the company.
- 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 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](#) (Alliance Publication)

[People Management in the Early Years](#) (Alliance Publication)

*Policies & Procedures for the EYFS 2023* (Early Years Alliance 2023)