



# **Caterpillars Pre-School**

## **Staff Volunteers & Students Policy**

**July 2024**

## 8.0 Staff, Volunteers and Students Policy

Alongside associated procedures in 8.1-8.3 Staff, volunteers and students, this policy was adopted by Caterpillars Preschool in October 2024.

### 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.
- 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)

This policy was adopted by

Caterpillars Pre-School Management Committee

In

October 2024

Date to be reviewed

July 2025

Signed on behalf of the provider



Name of Signatory

Amber Pullen

Role of Signatory (e.g. Chair, Director, Owner)

Chair