



Little Herons Pre-School

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

2.0 Suitable People

2.1 Employment and staffing

Policy statement

Little Herons Pre-School provides a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of the highest quality. All staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

Ratios

- To meet this aim we use the following ratios of adult to children:
 - children aged two years of age: 1 adult : 4 children; and
 - children aged three years and over: 1 adult : 8 children
(or 1 adult : 13 children if there is a Qualified Teacher, Early Years Professional, Early Years Teacher or other suitable Level 6 qualified person working directly with children and there is at least one other member of staff with a full and relevant Level 3 qualification).
- A minimum of two staff/adults are on duty at any one time.
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's



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wellbeing and development in the pre-school. The key person meets regularly with the family for discussion and consultation on their child's progress.

- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time (through PPMs and SEND/KEO surgeries).

Vetting and staff selection (see school's safer recruitment policy)

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from DBS certificate, along with details of our suitability decision.
- We require that all our staff and volunteers keep their DBS check up-to-date by subscribing to the DBS Update Service throughout the duration of their employment with us.



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- Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Changes to staff

- We inform Ofsted of any changes to our Registered Providers and/or the Nursery Manager.

Training and staff development

- Our Manager and Deputy Manager both hold a degree in Early Years. A minimum of half of our staff also hold a full and relevant Level 3 qualification.
- We to provide regular in-service training to all staff - whether paid staff or volunteers - through the School and external agencies.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes the school's Health and Safety Policy, Safeguarding Children and Child Protection Policy and procedures, Staff handbook and Code of Conduct. Other policies and procedures are introduced when the member of staff starts in the setting.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice (see the school's Safer Recruitment Policy)

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work



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directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- The Pre-School operates mostly during Somerset County Council school terms, so staff are not expected to take leave during term time. However, this is at the discretion of the Manager/Head Teacher.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

Primarily we will use our own supply of bank staff, and in cases where this is not possible;

- Other school staff;
- Or specific staffing agencies to supply reliable members of staff.

Links to other policies

Please also see Trust staff related policies, the Induction of all staff, volunteers and managers and Student Placements documents.

Signed: **Head teacher**

Signed: **Chair of Governors**



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