



Suitable people policies

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

The Equality Act 2021

1. Employment and staffing

(including vetting, contingency plans, training and development)

2. Induction of staff, volunteers and managers

3. Student placements

1. Employment and staffing

(Including vetting, contingency plans, training and development)

Policy Statement

We provide a staffing ratio in line with, and usually exceeding, the welfare requirements of the Early Years Foundation Stage, which are:

- For children aged two years of age: 1 adult : 4 children
- For children aged three and over: 1 adult : 8 children
or
- In cases of emergency or unexpected circumstances, a person who is an approved Qualified Teacher or has Early Years Teachers Status are able to work directly with the children and there is at least one other member of staff who holds an approved level 3 qualification: 1 adult:13 children

Exceptions to ratios maybe made exceptionally and where the quality of care and safety of children is maintained.

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosing and Barring Service (including, if appropriate, using its update service) in accordance with statutory requirements.

Procedures

- 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.

Vetting and staff recruitment

- We are committed to recruiting, appointing and employing staff in accordance with all relevant and current legislation and best practice.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use Ofsted and EYFS guidance on obtaining references and enhanced criminal record checks through the Disclosing and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced throughout the induction process.
- All staff have job descriptions which set out their staff roles and responsibilities

Changes to staff

- We inform Ofsted of any change of Trustees or manager.

Training and staff development

- Our preschool manager and deputy hold a minimum of an approved level 3 qualification and a minimum of half of our staff hold an approved level 2 qualification. All qualifications must be approved by DfE using the government qualifications checker.
- We provide regular in-service training to all staff through regular staff meetings and allocated PD days. Our setting budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings and organising relevant and specific CPD training.

Key person supervision

- Supervision meetings are held every term for key persons.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task.
- Key persons should prepare for supervision by having the relevant information to hand.

The supervision meetings must include discussion about:

- The development and well-being of the supervisee's key children. Safeguarding concerns must always be reported to the designated safeguarding lead immediately and not delayed until a scheduled supervision meeting.
- Reflection on the journey a child is making and potential well-being.
- Promoting the interests of children.
- Coaching to improve professional effectiveness based on a review of observed practice/teaching
- Reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children that have occurred during their employment.
- The key person and manager must sign and date the minutes of supervision which will be retained in staff personal files

Managing staff absences and contingency plans for emergencies

- As a term time only setting, our staff normally take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- 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.

2. Induction of staff, volunteers and managers

Policy Statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff.
 - Familiarisation with the building, health and safety and fire procedures.
 - Familiarisation with our policies and procedures.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts 12 weeks, including time for reflective practise, monitoring, identifying training needs. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

3. Student placements

Policy Statement

Qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Procedures

- We require students on qualification courses to meet the 'suitable person' requirements of Ofsted and have a valid DBS check.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent below the level they are studying.

- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, before their first session of their placement, with an induction to get to know our setting, to be informed of our policies and procedures and have an opportunity to discuss any student needs before their first day. The student's DBS is checked and recorded.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

Signed on behalf of the management committee Nicola Bloomfield	Date 19/05/2025
Name of signatory Nicola Bloomfield	Role of signatory (e.g. chair/owner) Trustee, Manager