



# St. Mary's Playgroup

## Safer Recruitment Policy

### **Statement of intent**

We provide a staffing ratio in line with or above the requirements of the Statutory Framework Early Years Foundation Stage (2021) to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our staff are appropriately qualified, and we carry out checks through the DBS in accordance with statutory requirements. We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for staff and volunteers who will have substantial access to children. This is in accordance with the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

Staff are expected to disclose any convictions, 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.

We provide staff induction training in the first week of employment.

### **Aims**

To ensure that children below school age and their parents are offered high-quality early years care and education.

### **Methods**

- To meet this aim we use the following ratios (or above) of adult to child
  - Children aged 2-3 years of age: 1 adult: 5 children
  - Children aged three years and over: 1 adult: 8 children
- A minimum of two staff/adults is on duty at any one time.
- At least two members of staff will be paediatric first aid qualified.
- Our setting Manager and our deputy both hold a level 5 qualification. A minimum of half of the staff hold or are working towards a level 2 qualification or above.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- 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 work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Interviews for new staff will be held with the manager and an officer of the committee where applicable.
- We use Ofsted guidance on obtaining references and criminal record checks through the DBS for staff and volunteers who will have substantial access to children.
- We follow up references, employment history and medical history before employing new staff.
- All staff have job descriptions which set out their staff roles and responsibilities.



- All staff will undertake an enhanced DBS check before being left with children.
- We inform Ofsted of any notifiable changes regarding staff or the person in charge.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection and Safeguarding Policy. Other policies and procedures will be introduced within an induction plan.
- We provide regular in-service training to all staff – whether paid staff or volunteers – through the Preschool Learning Alliance, Noodle Now and external agencies. Staff are encouraged to update their training and commit to continuous professional development
- Our setting budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- 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
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship.
- Staff are not allowed to carry their mobile phones with them at playgroup; they must be switched off in their bag or placed in the red lockable box.



# St. Mary's Playgroup

## Student Placements

### **Statement of intent**

St. Mary's Playgroup recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings, As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

### **Aim**

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

### **Methods**

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We meet with the schools' Health and Safety Officer before we agree to a student being placed with us.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students 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.
- 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 to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures. We also carry out a risk assessment for all students placed with us.
- 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 early years training, which provides the necessary background understanding of children's development and activities.

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