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**08** **Staff, assistants, volunteers and students' policy**

# Alongside associated procedures in 08.1-08.4 Staff, volunteers and students, this policy was adopted by Bollington Pre-School on 25/09/2025.

# Aim

Staff at Bollington Pre-School 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

* Recruitment checks meet the requirements of the EYFS as stipulated in procedure 8.1
* 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/carers 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](https://central.eyalliance.org.uk/ilp/pages/description.jsf?menuId=1106#/users/@self/catalogues/1700/courses/908834/description) (Alliance Publication)

[People Management in the Early Years](https://central.eyalliance.org.uk/ilp/pages/description.jsf?menuId=1106#/users/@self/catalogues/1700/courses/1685760/description) (Alliance Publication)