



Chieveley Pre-School: Staff, Volunteers and Students Policy

Reviewed and updated in line with EYFS 2024, Early Years Alliance guidance, safer recruitment practices, and safeguarding legislation.

This document includes Chieveley-specific practices and aligns with the statutory framework 2024.

1. Aim

To ensure that staff, volunteers, and students are deployed safely and effectively to support children's care, learning, and wellbeing, and that robust vetting, supervision and development processes are in place.

2. Objectives

- Ensure all staff and volunteers have enhanced DBS checks and meet 'suitable person' criteria.
- Ensure deployment of all adults supports adequate supervision and safeguarding.
- Provide induction, supervision, and training for staff, students, and volunteers.
- Follow safer recruitment and retention policies in accordance with EYFS and LADO guidance.
- Record and notify Ofsted of relevant staff or premises changes.

3. Staff Deployment

Staff are deployed to ensure appropriate supervision and interaction across the provision, both indoors and outdoors. Only staff aged 17+ are included in the ratios, with 16+ apprentices counted if deemed competent. A pediatric first aider is always present. Key person systems and supervisory positioning are maintained to ensure learning and safety.

4. Volunteers and Parent Helpers

Volunteers are always supervised, not included in ratios, and do not have unsupervised access to children. They support staff in daily activities, and their deployment is coordinated by the setting manager. Volunteers are briefed on safeguarding, confidentiality, and supervision protocols.



5. Student Placement

Chieveley Pre-School supports student placements for those in genuine early years training. Suitability is confirmed with their educational institution. Students are always supervised, briefed on safeguarding and confidentiality, and may be included in ratios only if over 17 and assessed as competent. The preschool values training and encourages students to observe best practices.

6. Legal and Best Practice References

- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Early Years Foundation Stage (EYFS) 2024
- Working Together to Safeguard Children 2023
- Safer Recruitment guidance (Early Years Alliance)

7. Monitoring and Review

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:



Date: 04/09/2025

Signed Preschool Chair:



Date: 13.08.25