

## SUITABLE PEOPLE

### **Aim:**

To ensure that adults looking after children or having unsupervised access to them, are suitable to do so.

### **Rationale:**

Children are entitled to be safe and receive the best of care from the most suitable people. Every effort must be taken to ensure that people who work directly with children or have access to them are suitable to do so.

### **Procedure:**

- Recruitment of staff to child care positions with Supertots Day Nursery is carried out in accordance with fair recruitment and selection.
- All staff recruited to a childcare position or having access to children are required to have fulfilled an enhanced CRB check, which is free from offences which make them unsuitable to work with children. Approval must be sought by the Senior Manager if offences are listed on an applicant's CRB, before that person begins their employment.
- Details of staff qualifications, CRB information and personnel details are kept in their personnel file kept in the Office filing cabinet. Where possible CRB disclosure numbers & photocopies of staff's qualification certificates will be kept on site.

We will have regard to the Safeguarding Vulnerable Groups Act 2006, and the Independent Safeguarding Authority (ISA).

Where there are occasions to use supply staff agencies the following procedure will be followed:

- The number of supply staff should never exceed 50% of the staffing requirements for each session.
- On their first day at the setting they will be asked to produce their enhanced CRB and details must be recorded by a manager/senior worker.
- A supply staff induction must be completed for each worker before their 1<sup>st</sup> session begins
- Supply staff will be informed of the EYFS Policy & Procedure file for reference.

· They will be informed about the day to day operational procedures individual to the setting, and their role within each session.

When possible we will strive to request familiar supply staff in order to maintain consistency within the service.

**Links:**

Statutory Framework for the Early Years Foundation Stage

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## ACCOMODATING VOLUNTEERS, PARENT HELPERS AND WORK EXPERIENCE STUDENTS

### **Aim:**

- To work in partnership with training providers to ensure students receive high quality training opportunities within our settings.
- To enable trainees to carry out their placements in a safe and secure environment.
- To encourage and support volunteers and parent helpers in gaining experience in an early years environment.
- To safeguard children within the Centre from risk of abuse.

### **Rationale:**

To support families to achieve economic well being by offering access to training opportunities. Part of the training that we and other training providers offer involves having a range of students and volunteers carrying out placements in our settings.

### **Procedure:**

1. Information about work experience students will be obtained from the school/college to assess a student's suitability for placement in a childcare setting.

### **STUDENT REQUEST FORM TO BE COMPLETED**

2. **All** students and volunteers have to have an **enhanced CRB Check prior** to starting their placement. They will be asked to produce this on their 1<sup>st</sup> day and details must be recorded by a manager/senior worker.

**Note:** Work experience school children are exempt from CRB checks, due to being under 16 years of age. Students must be supervised at all times, and **never** be out of sight.

3. Supertots have a **student induction** pack which will include all health and safety and other policy issues affecting students e.g. Behaviour management, fire procedures, expectations of conduct and confidentiality issues.

4. Each student will be allocated a **supervisor** who will support the student throughout the placement, liaise with tutors and other staff in the setting.

#### 5. Changing Children & Nappies

· **Unpaid students e.g. NCFE, NVQ, Diploma**—Part of their assessment will be to change children's clothing and nappies. Therefore they can change children/nappies, but only when **closely supervised by a member of staff**.

· **Volunteers/parent helpers and work experience students** are NOT to change nappies under **any** circumstances.

#### 6. Supervision within rooms/ratios

· Students and volunteers under the age of 17 cannot count towards the ratio and should be supervised at all times.

· **Volunteers, Parent Helpers and Work Experience** - Should **never** be left unsupervised with children within the setting. They may be able to take small groups within the same room as appropriate, and must work alongside staff members very closely.

#### 7. Student Observations

a. Parents must have given written consent to allow their child/child's details to be used in observations.

b. Names (forenames and surnames) must be omitted or changed.

c. Photographs - Photographs of children are not to be used for observation purposes. Students are not to take any photographs or photographs on floppy disks or other media, from the premises.

d. Mobile phones - are not to be used within the setting and must **never** be used to take photographs in the setting.

#### 8. Staff/Team Meetings

All members of staff should be aware of discussing issues of confidentiality and sensitivity in the presence of students.

Working as part of a team and contributing to meetings is part of the student's assessments.

**Students** can attend if appropriate and agreed prior to the meeting, but will be asked to leave if items include confidential/sensitive information regarding families, children or other staff.

**Volunteers, parent helpers and work experience students-** not to attend staff meetings/team meetings, but can attend planning meetings as appropriate.

Interaction with parents - This is also part of student's assessments. Must be made clear to students at induction **what is appropriate and what is not**. e.g.: Not appropriate for students to discuss a child's unwanted behaviour, accidents or incidents which may have occurred during the day, personal issues etc. Must be monitored closely by qualified staff and dealt with by supervisor if issues arise.

**Links:**

EYFS - Suitable Person  
Safeguarding Children

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## ALCOHOL AND OTHER SUBSTANCES

### **Aim:**

- .. To ensure safety of children whilst at the setting.
- .. To ensure that staff working with children are competent to do so.

### **Rationale:**

All adults working with children must be aware of their responsibilities and have a duty to ensure that they are competent to do so.

Senior staff must be vigilant, and assess any potential risks to children in relation to staff, parents or carers that may be under the influence of alcohol or other substances.

### **Procedure:**

#### **Staff**

When working with children practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children or cause harm to themselves or others.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and inform their line manager of any instances when this may occur.

**They must only work directly with children if the medication is unlikely to impair on their ability to look after children.**

Any member of staff who appears to be under the influence of any substances will be / may be asked to leave the setting. An explanation should be given by their line manager as to why their performance at work is not acceptable.

The employee should be made aware of services available through Central Welfare services.

Refer to the Rochdale Metropolitan Borough Council, Corporate statement on dealing with Alcohol and Drug Abuse.

## **Parents/carers/members of the public**

If any parent/carer arrives at the setting to collect a child and is thought to be under the influence of alcohol/other substances they will be informed that they cannot take the child from the setting, and asked to leave the building.

If there is another named person/emergency contact for the child they will be contacted and asked to collect the child from the setting.

If there is no other fit person that can be contacted for the child then staff must contact the agencies below.

Contact Numbers for advice/referrals:

**0845 226 5570**

**Child Care Services- Crossfield Mill (Weekdays 08.45-16.45)**

**01706 354836**

**Emergency Duty Social worker (16.45-08.00 weekdays**

**24 hr during weekends & public holidays**

**0161 872 5050**

**Police- this is a central switchboard for Greater Manchester police.**

State that you have a child protection concern about a child and where the child lives.

If a parent/carer or member of the public under the influence of alcohol/other substances displays any kind of threatening/abusive behaviour they must be removed from the premises. Seek assistance from the site manager and/or police to assist.

**All staff members have a responsibility to take reasonable care for their own health & safety and for any other person who may be affected by what they do, or fail to do.**

**ALL INCIDENTS MUST BE RECORDED/REPORTED USING SUPERTOTS INCIDENT REPORTED PROCEDURE**

**Links:**

EYFS Suitable People

This policy will be reviewed in 12 months.  
Date: January 2011    Date of Review: January 2012

## QUALIFICATIONS, TRAINING, SKILLS & KNOWLEDGE

### **Aim:**

- To ensure that all staff meet appropriate training and to build on their knowledge and skills
- To improve the quality of child care within the setting.

### **Rationale:**

To continually improve the quality of childcare within the setting.

### **Procedure:**

#### **Qualifications**

All supervisors and managers must hold a full and relevant level 3 qualifications (as defined by CWDC) and half of all other staff must hold a full and relevant level 2.

All managers must have at least 2 years experience of working in an early years setting, or have at least 2 years' other suitable experiences.

There must be a named deputy who is able to take charge in the absence of the manager.

We will support staff in improving their qualifications and identifying their training needs through staff appraisal.

Inductions will be given to all new staff to help them understand how the provision operates and their role within in it. Induction training will include evacuation procedures and child protection and health and safety.

#### **Deployment**

Children are supervised at all times, with staffing arrangements organised to meet the individual needs of the children.

When there are staff absences or an emergency occurs suitable contingency arrangements will be put in place. This might include using the 3 super numerate staff available, re-grouping of children, re-organisation of rooms and activities and re-deploying other suitable staff. When such disruptions occur we will continue to provide consistent experiences for the children.

## **Staffing and Ratio Policy**

A high adult - child ratio is essential in providing good quality pre-school care.

In our settings the minimum staffing ratios are:

- 1 member of staff for every 3 children under 2 years old
- 1 member of staff for every 4 children aged 2 years old
- 1 member of staff for every 8 children aged 3 - 7 years old

There must always be a minimum of two staff on duty.

We have regular members of staff members to undertake planning and to discuss children's progress and any concerns that staff may have.

All our paid staff have the appropriate qualification for the position they hold and undertakes regular training to build on their existing knowledge and skills.

Exception to the requirements that staff included in the ratios must be working directly with the child may only be made in limited circumstances, such as when the children are sleeping or resting.

### **Links:**

EYFS Suitable Person  
Students & Volunteers

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Date: January, 2011      Date of Review: January 2012