

This policy will be reviewed in full by the Management Team on an annual basis.

Date the policy was last reviewed and agreed by the Management Team	Senior Manager		Manager	
	Name	Signature	Name	Signature
September 2026	Natasha Smyth			

This policy is due for review up to 12 months from the above date

Safeguarding Children – Safe Staffing

Legal Basis: Related Sub Section in the Statutory framework for the early years foundation stage (March 2021)

Child protection

3.13 Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable.

1. SAFE RECRUITMENT AND SAFEGUARDING

As set out in the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS), early years providers have a duty of care to ensure any adults caring for the children are suitable to do so, and that staffing arrangements ensure the children are well supervised, kept safe and have their needs met.

We follow a safe recruitment process when recruiting adults to work for the provision, ensuring that background checks are carried out on all new employees, and that they have the appropriate references, qualifications, knowledge and experience for their role. We check the Early Years Qualifications List to identify whether an applicant is suitably qualified.

2. DBS CHECKS

An enhanced criminal records disclosure (DBS check) with children's barred list check is obtained for all adults who undertake 'regulated activity' with children, which includes all individuals in employed or volunteering at our setting. The original DBS certificate must be shown to the manager before an individual can begin working or volunteering with us.

Staff must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment at the setting). They MUST notify the management as soon as possible of any changes to their suitability. All staff are required to join the DBS Update Service. Checks are carried out annually to check the status of an individual.

3. ESSENTIAL STAFF TRAINING

Staff undertake regular training to ensure their knowledge remains up to date. Staff are encouraged to complete CPD in areas where they have an interest or feel they lack confidence. In addition;

- All staff have Safeguarding Training, which is updated every two years, including for the DSL and Deputy DSL
- All staff have Paediatric First Aid Training, which is updated every three years.
- All staff involved in preparing and handling food receive training in food hygiene.
- All staff complete Prevent Duty and FGM Awareness Training.

Staff training is delivered by reputable providers, such as ‘Herts for Learning’ at Hertfordshire County Council, Government approved websites, or suitably qualified and registered training providers. Staff are given time to attend training during normal working hours and reimbursed or have time in lieu where the training falls outside of their usual hours. Staff are invited to share updates from their training with managers and peers to improve everybody’s knowledge.

4. RATIOS

We comply with the staff-child ratios set out in the Statutory Framework for the Early Years Foundation Stage. These requirements dictate the minimum number of adults needed to supervise children based on the number of children and their age. They also specify the minimum qualification levels required within the ratios.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date