



Hopton school house Playgroup and OOSC policies

5.1 Staffing Policy

Policy Statement

At Hopton school house, we recognise that high-quality staffing is fundamental to providing safe, effective, and stimulating care and education for children. We are committed to employing suitably qualified, experienced, and vetted staff who are capable of meeting the individual needs of all children attending the setting.

We ensure that staffing arrangements meet the requirements of the Early Years Foundation Stage (EYFS), promote children's welfare, and support positive outcomes for learning and development.

Aims

The aims of this policy are to:

- Ensure children are cared for by suitable and competent adults.
- Maintain appropriate staff-to-child ratios at all times.
- Promote children's safety, wellbeing, and development.
- Meet statutory and legal requirements.
- Support staff recruitment, retention, and professional development.
- Ensure continuity of care for children and families.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Employment Rights Act 1996
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)



Hopton school house Playgroup and OOSC policies

- Special Educational Needs and Disability (SEND) Code of Practice
- Gloucestershire Safeguarding Children Partnership Procedures

Staffing Principles

The setting will ensure that:

- Children are supervised at all times.
- Staffing levels meet children's needs.
- Staff are deployed effectively.
- Suitable recruitment procedures are followed.
- Staff receive appropriate support and training.
- Children's welfare remains paramount.
- Staff work within clear professional boundaries.

Safer Recruitment

All staff will be recruited in accordance with the setting's Safer Recruitment Policy.

Before employment begins, appropriate checks will be completed, including:

- Enhanced DBS check.
- Children's Barred List check where applicable.
- Identity verification.
- Qualification verification.
- References.
- Right to work checks.
- Employment history checks.
- Health declaration where appropriate.

The setting will maintain a Single Central Record (SCR) of recruitment and suitability checks.

Staff Qualifications

The setting will ensure that staffing arrangements comply with EYFS qualification requirements.

Where required:

- Managers will hold appropriate qualifications and experience.



Hopton school house Playgroup and OOSC policies

- At least half of all other staff will hold a relevant and approved Level 2 qualification or above.
- Appropriate staff will hold Level 3 qualifications.
- Qualification records will be maintained.

The setting will verify all qualifications before employment commences.

Staff-to-Child Ratios

The setting will meet or exceed EYFS statutory staff-to-child ratios.

Current EYFS ratios include:

Children Under Two Years

- 1 adult to 3 children

Two-Year-Olds

- 1 adult to 5 children (changed from 1.4 to 1.5 ratio in Sep 2023)

Children Aged Three and Over

- 1 adult to 8 children

For school age children in England (over 5 years old) there is no mandatory legal staff to child ratio.

Staff will ensure they are deployed effectively ensuring the safety and welfare of the children.

Staff deployment will take account of:

- Children's ages.
- Individual needs.
- SEND requirements.
- Activities being undertaken.
- Layout of the premises.
- Risk assessments.

The Manager may choose to operate with higher staffing levels where necessary.



Hopton school house Playgroup and OOSC policies

Key Person System

Every child will be assigned a Key Person in accordance with EYFS requirements.

The Key Person will:

- Support children's emotional wellbeing.
- Build positive relationships with families.
- Monitor learning and development.
- Act as a main point of contact for parents and carers.

A buddy or secondary Key Person will be identified to ensure continuity of care.

See policy 4.1

Staff Deployment

Staff will be deployed to ensure:

- Effective supervision of children.
- Children's safety and wellbeing.
- Appropriate support for children with additional needs.
- Safe operation of indoor and outdoor environments.
- Adequate cover during breaks and absences.

Managers will monitor deployment throughout the day.

Induction

All new staff will complete an induction programme covering:

- Safeguarding and child protection.
- Health and safety.
- Emergency procedures.
- Policies and procedures.
- EYFS requirements.
- Confidentiality.
- Behaviour management.
- Prevent Duty.
- Online safety.



Hopton school house Playgroup and OOSC policies

No staff member will be left unsupervised until induction requirements have been completed appropriately.

Supervision and Appraisal

The setting will provide regular supervision and appraisal opportunities.

Supervision will:

- Support professional development.
- Monitor safeguarding practice.
- Identify training needs.
- Promote staff wellbeing.

Annual appraisals will review performance and future development objectives.

Training and Professional Development

Staff are expected to maintain and develop their professional knowledge and skills.

Mandatory training may include:

- Safeguarding and Child Protection
- Paediatric First Aid
- Health and Safety
- Food Hygiene
- SEND Awareness
- Equality and Diversity
- Prevent Duty
- Online Safety

Training records will be maintained.

Staff Wellbeing

The setting recognises the importance of staff wellbeing.

We will seek to:

- Promote a positive working environment.
- Encourage open communication.



Hopton school house Playgroup and OOSC policies

- Support work-life balance.
- Address wellbeing concerns appropriately.
- Provide supervision and support.

Students, Apprentices and Volunteers

Students, apprentices, and volunteers are valued members of the setting.

They will:

- Receive appropriate induction.
- Be supervised according to their role.
- Follow all policies and procedures.
- Participate in safeguarding training.

They will not be included in staff ratios unless permitted under EYFS requirements.

Agency and Bank Staff

Where agency or bank staff are used, the setting will ensure:

- Appropriate safeguarding checks have been completed.
- Staff receive relevant induction information.
- Suitability has been confirmed.
- Staffing ratios remain compliant.

Managing Absence

The setting will maintain procedures for managing staff absence.

This may include:

- Use of bank staff.
- Agency cover.
- Flexible deployment of existing staff.
- Temporary adjustments to staffing arrangements.

At all times, statutory ratios and children's safety will be maintained.

Confidentiality



Hopton school house Playgroup and OOSC policies

All staff are expected to:

- Respect confidentiality.
- Follow data protection procedures.
- Protect information relating to children, families, and colleagues.
- Share information appropriately in accordance with safeguarding requirements.

Equality and Inclusion

The setting is committed to promoting equality, diversity, and inclusion.

Employment practices will be free from discrimination and will comply with the Equality Act 2010.

Reasonable adjustments will be considered for staff and applicants where appropriate.

Gloucestershire Safeguarding Arrangements

The setting will work in accordance with:

Gloucestershire Safeguarding Children Partnership (GSCP)

Staff will receive safeguarding training and understand local referral procedures and safeguarding responsibilities. ([Melearning.co.uk](https://www.melearning.co.uk))

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Employment Policy
- Staff Induction Policy
- Key Person Policy
- Health and Safety Policy
- Whistleblowing Policy
- Equality and Inclusion Policy
- Staff Code of Conduct