



## 08 Staff, Assistants, Volunteers & Students' Policy

### Policy Review

- Alongside associated procedures in 08.1-08.4 Staff, volunteers and students.
- The Little Bumblebee will review this policy **annually**. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
- The policy should be provided to and followed by all staff and volunteers.

Date of this Policy	Review Frequency	Date to review	Signed	Position
September 2025	Annual	September 2026	Mojdeh Najafpoor	Nursery Manager

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## **1. Aim**

Staff at The Little Bumblebee Nursery 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.

## **2. 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 management 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**

1. Protection of Children Act 1999

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006



## 08.01 Safer Recruitment Policy and Procedures

Alongside associated procedures in 08.1-08.4 Staff, volunteers and students.

### Introduction

At The Little Bumblebee Nursery, we are committed to safeguarding and promoting the welfare of all children in our care. This policy outlines how safeguarding is embedded throughout the recruitment and selection process for all staff, students, volunteers, apprentices, and agency workers—whether permanent or temporary, and in any role involving access to children. It ensures that only suitable individuals are appointed and that recruitment remains fair, transparent, and compliant with *Keeping Children Safe in Education (KCSIE 2025)*, the *EYFS 2025* framework, and other statutory guidance. This policy also reflects the strengthened expectations for verifying identity, right to work, overseas checks, and online information, as well as updated terminology and inclusive practice in line with the 2025 KCSIE revisions.

### 1. Equal Opportunities

We are committed to equal opportunities and non-discriminatory practice. Recruitment is based solely on merit, safeguarding suitability, and the ability to meet the requirements of the role. Reasonable adjustments are made where required in line with the Equality Act 2010.

### 2. Relevant legislation and guidance

- Keeping Children Safe in Education (KCSIE)
- Disclosure and Barring Service (DBS) Code of Practice
- Children Act 1989 and 2004 Keeping Children Safe in Education (DfE, 2025)
- Early Years Foundation Stage (EYFS 2025)
- DBS Identity Checking Guidelines (Home Office, 2023)
- Criminal Records Checks for Overseas Applicants (Home Office & DBS, 2023)
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Children Act 1989 and 2004

### 3. Safer Recruitment Responsibilities

#### 3.1 For All Nursery Staff, Students and Volunteers

All staff, students, and volunteers have a shared responsibility to uphold the principles of safer recruitment and to maintain a safe, transparent, and safeguarding-led environment throughout their time at the nursery.

They must:

- Disclose any convictions, disqualifications, or personal changes that may affect their suitability to work with children. This includes participating in regular suitability declarations and the termly DBS checks.

- Notify management immediately of any changes in personal circumstances (e.g. police involvement, safeguarding concerns, health issues) that could impact their role or the safety of children.
- Understand that providing false or misleading information at any stage, or failing to report relevant changes, may lead to disciplinary action, dismissal, or referral to external agencies. Any breach of this policy or associated safeguarding responsibilities will be investigated thoroughly and, where necessary, referred to the Local Authority Designated Officer (LADO), the DBS, and/or the police.
- Remain committed to safeguarding and fully cooperate with any safeguarding investigations or procedures.

### 3.2 For The Nursery Managers/Recruitment Panel

- Promote a safeguarding culture and ensure all concerns are reported to the DSL.
- Ensure all pre-employment checks are satisfied, including enhanced DBS clearance, two satisfactory references, and online/social media screening where applicable.
- Ensure all recruitment is fair, inclusive, and non-discriminatory.
- Ensure all recruitment follows nursery policies and legal guidance; communicate updates clearly.
- Guarantee at least one interview panel member is trained in Safer Recruitment.
- Confirm agency staff are fully vetted and documented before starting.
- Provide ongoing staff training in safeguarding and safer recruitment.
- Maintain and audit the Single Central Record (SCR); handle all data confidentially.
- Investigate recruitment or safeguarding concerns promptly and act appropriately.

## 4. Processes and Procedures

**Please ensure you follow the Safer Recruitment Checklist (09 Policies & Procedures > Procedures > Safer Recruitment Procedures) in full to ensure compliance with all recruitment processes and procedures.**

### 4.1 Advertising

- All job adverts will clearly outline our commitment to safeguarding and the requirement for enhanced DBS checks and references.
- Make it clear in advertising and application forms that the post is exempt from the Rehabilitation of Offenders Act 1974. Spent adolescent cautions must not be considered.

### 4.2 Application & Screening

- Applicants must complete a full application form — CVs alone are not accepted.
- Include complete employment and education history, explaining any gaps.
- Declare any relevant convictions, cautions, or disqualifications.
- Confirm understanding that the role is **exempt from the Rehabilitation of Offenders Act 1974**.
- Acknowledge that **publicly available online information** may be reviewed to identify safeguarding or reputational concerns (KCSIE 2025 para 234).

### 4.3 Shortlisting

- Based on consistent, objective criteria
- Reviewed by **at least two panel members**.
- Do not dismiss based solely on disclosed information unless safeguarding concerns are evident.

#### 4.4 Interviews

- Conducted by a **panel of at least two**.
- **At least one panel member must have valid safer recruitment training**. This training must be reviewed every 3 years.
- Standard questions used, including safeguarding scenarios.
- Scrutinise all gaps in employment or education history, no matter how short.

### 5. Pre-Employment Checks

Before starting, successful applicants must:

- Provide original documents for **ID, qualifications, and right to work**. All identity, name-change, qualification and right-to-work documents must be verified from original sources and not from copies.
- Where a name change has occurred, official evidence (e.g. marriage certificate, deed poll, or adoption certificate) must be provided in accordance with Home Office DBS Identity Checking Guidelines (2023).
- Undergo or provide an **enhanced DBS check (on update service)**, including children's barred list.
- Provide **two satisfactory references**, including one from the most recent childcare employer. (See Further details in section 5.6).
- Complete a **health declaration - Hold a separate discussion about health issues to agree reasonable adjustments**.
- Where an applicant has lived or worked outside the UK within the last 10 years, The Little Bumblebee Nursery will seek to obtain an official overseas criminal record check where possible, in line with *KCSIE 2025 paras 237–239*. If this is not possible, or where a valid certificate already exists, the candidate must provide an official police or consulate **certificate of good conduct** (or equivalent). If satisfactory evidence cannot be obtained, the Nursery will record the reasons and conduct a written **risk assessment** before confirming employment.
- Undergo a **prohibited teacher check** Prohibition and childcare disqualification checks (as relevant).
- Medical fitness note from your GP (where necessary).
- Recruitment panels will consider any relevant publicly available information about candidates, including online searches, to help identify potential safeguarding concerns. This process will be proportionate, recorded, and carried out in line with data-protection law.

Agency staff will not be permitted on site without **written confirmation** from the agency that all recruitment checks have been completed to the same standard. The nursery must verify this in writing and record it on the SCR.

### 6. Obtaining references

As part of our commitment to safer recruitment The Little Bumblebee Nursery will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates, to supply us with the contact details of a suitable referee from:
  - Their current employer, training provider or early years education and care setting
  - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:
  - Obtain verification of the applicants most recent relevant employment if they are not currently employed

- Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- We do not accept references from the following
  - Family members
  - A generic reference i.e. 'to whom it may concern'.

#### **6.1 Once a reference is received**

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.
- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.

#### **6.2 Induction & Probation**

- All new staff and volunteers complete a structured **induction** including safeguarding training
- A **3-6-month probation period** applies to all new staff
- Suitability is reviewed throughout this period

### **7. Recording Information on Single Central record**

- 7.1 All recruitment checks are recorded in our SCR digitally and paper copies in a locked cabinet, maintained and reviewed by management. All staff registered with the DBS Update Service will have their status checked **termly**, with checks recorded by date, outcome, and the person completing the check.



## 08 Staff, volunteers and students' procedures

### 08.2 – 08.3 Staff, Volunteers & Parent/Carer Helpers Deployment

Alongside associated procedures in 08.1 - 08.4 Staff, volunteers and students.

#### 08.2 Staff deployment

Members of staff, including assistants, bank staff and students (where eligible to be counted in ratios) at The Little Bumblebee Nursery are deployed to meet the care and learning needs of children and to always ensure their safety and well-being.

- Two members of staff are on the premises before children are admitted in the morning and the end of the day; one of which should be the manager or deputy.
- Only those staff aged 17 or over are included in ratios. Staff working as apprentices (aged 16 or over) may be included in the ratios if the setting manager is satisfied that they are competent and responsible. Except in the cases of apprentices, only those aged 17 and over may be included in the ratios and only if the setting manager is satisfied, they are suitable, (staff under 17 should be supervised at all times).
- At least one Paediatric First Aider must always be on site when children are present, and at least one Paediatric First Aider must be present and within sight and sound of children at mealtimes. Consideration will be given around staff breaks, lunchtimes and absences from the setting so that The Little Bumblebee Nursery is compliant with paediatric first aid requirements.
- The setting manager deploys staff to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight or hearing of staff. Whilst eating, children must be within sight and hearing of a member of staff and where possible the staff member will be sat facing children when eating.
- All staff are deployed according to the needs of the setting and the children attending.
- In open plan provision, staff are positioned in areas of the room and outdoors to supervise children and to support their learning.
- Staff are responsible for ensuring that equipment in their area is used appropriately and that the area is tidy at the end of the session.
- Staff plan their focus on activities.
- Staff inform colleagues if they must leave the room for any reason.
- There are two members of staff outside in the garden when it is being used, one of whom supervises climbing equipment that has been put out.
- The setting manager may direct other members of staff to join that outside, if the numbers of children warrant additional staff.
- Staff always focus their attention on the children whilst having a wider awareness of what is happening around them.
- Staff do not spend working time in social conversation with colleagues.

- Staff allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.
- Sufficient staff are available at story times to engage children.
- Key persons spend time with key groups daily; these times are not for focussed activities but for promoting shared times and friendship.

### **Staff Children**

- Where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration.
- Where members of staff are likely to be working directly with their own children, this is subject to discussion before commencement with the setting manager.
- Where it is agreed that a member of staff's child attends the setting, it is subject to the following:
  - the child is treated by the parent and all staff as any other child would be
  - the child will not be in the parent/carers key group of children
  - the key person and parent will work towards helping the child to make a comfortable separation from the parent to allow the parent to fully undertake their role as a staff member of the setting
  - the key person will take responsibility for the child's needs throughout the day, unless the child is sick or severely distressed
  - time and space are made for the parent to breastfeed during the day, if that is their chosen method of feeding
  - the situation is reviewed as required, to ensure that the needs of the child are being met, and that the parent/carer can fulfil their role as a member of staff

If it is the setting manager's child, then their line manager ensures the criteria above is met

## **08.3 Deployment of Volunteers & Parent/Carer Helpers**

Volunteers and parent/carer helpers are always under the supervision of a permanent member of staff at The Little Bumblebee Nursery. They are not included in staff ratios, or as the two members of staff needed on the premises before children are admitted in the morning or at the end of the day. *(This can be removed for sessional settings, who operate with 2 or 3 members of staff where the volunteer helper enables the session to run, while the play leader in charge finds cover staff.)*

- The setting manager ensures that volunteers and parent/carer helpers are deployed to assist permanent staff.
- Volunteers and parent helpers assist staff in ensuring that the equipment in their designated area is used appropriately and that it is left tidy at the end of the session.
- Volunteers and parent/carer helpers give additional support for busy areas or to track or observe children.
- Volunteers and parent/carer helpers inform colleagues where they are going if they leave the room at any time.
- Volunteers and parent/carer helpers do not have unsupervised access to children; they do not take them into a separate room for an activity or toileting and do not take them off premises.

- Volunteers and parent/carer helpers are deployed in addition to two members of staff in the garden/outdoor area when in use.
- The setting manager can direct volunteers and parent/carer helpers to join those outside if the numbers of children warrant additional numbers of staff available.
- Volunteers and parent/carer helpers always focus their attention to children.
- Volunteers and parent/carer helpers do not spend time in social conversation with colleagues while they are with children.
- Volunteers and parent/carer helpers allow time for colleagues to engage in 'sustained shared interaction' with children and do not interrupt activities led by colleagues.

## 08 Staff, volunteers and students' procedures

### 08.4 Student placement

Alongside associated procedures in **08.1 - 08.4** Staff, volunteers and students.

Qualifications and training make an important contribution to the quality of care and education at The Little Bumblebee Nursery. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The setting manager ensures that students meet the 'suitable person' requirements.
- The setting manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point.
- The good character of students under 17 years old is vouched for by the establishment that places them, the setting manager must be satisfied that all relevant checks have been made.
- Students do not have unsupervised access to children.
- Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers.
- Students are aware of confidentiality.
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety.
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study.
- The setting communicates a positive message to students about the value of qualifications and training.
- The needs of the children and their families remain paramount at all times and students are only admitted in numbers that do not hinder the work of the setting.
- The setting manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.



## 08.5 Lone Working Policy

Alongside associated procedures in 08.1-08.5 Staff, volunteers and students.

### 1. Policy Statement

The Little Bumblebee Nursery is committed to safeguarding children and ensuring staff safety at all times. Lone working will only occur when unavoidable, and only under controlled and risk-assessed circumstances. This policy ensures compliance with:

- EYFS Statutory Framework (Safeguarding & Welfare Requirements)
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Together to Safeguard Children
- Ofsted expectations regarding supervision, suitability and emergency response

We aim to minimise lone working and ensure children are always safe.

### 2. Definitions

#### Lone room working

One member of staff supervising children within correct ratios, with other staff present elsewhere in the setting and immediately available to assist.

#### Lone building working

A staff member working in the building alone, with no other staff on site.

Lone building working with children present is not permitted.

### 3. Principles

- Children must be supervised at all times.
- Ratios must be maintained in line with EYFS requirements.
- Lone working must be necessary, planned, and time limited.
- Staff must be able to call for immediate assistance.
- Children must not be placed at increased safeguarding risk.

### 4. Situations Where Lone Room Working May Occur

Lone room working may occur for short, controlled periods where it is unavoidable and ratios remain compliant. Examples include:

- A staff member taking a brief comfort/toilet break
- Supporting a child with toileting or changing
- Preparing or collecting resources immediately outside the room
- Settling a child who needs a quieter space for a short time
- Transition periods when another staff member is temporarily out of the room
- Supervising children during sleep/rest times, where:

- The practitioner is suitable and confident
- Children remain within sight or hearing at all times
- A **Paediatric First Aider** supervises where babies/toddlers are present
- Regular sleep checks are carried out and recorded
- Immediate assistance is available if required

If conditions change, supervision needs increase, or the practitioner feels unable to manage safely, **lone working must stop immediately**, and additional support must be provided.

## 5. Lone Working Requirements

Lone working arrangements are only permissible where:

- The Manager/deputy or Room Leader is aware the staff member is lone working and a risk assessment has been conducted.
- A named member of staff is available to respond **immediately**
- The lone worker can call for support without delay (verbal call or communication device)
- The lone worker does not leave the children in their care at any time
- The duration is kept to the minimum necessary

Any staff member supervising children alone must meet the following mandatory requirements:

- Hold a current Enhanced DBS check
- Have completed induction and safeguarding training appropriate to their role
- Be familiar with child protection procedures and able to recognise/respond to concerns
- Be competent and confident to supervise children safely on their own
- Be 18 years of age or over
- Be trained in Paediatric First Aid where supervising babies or toddlers, and aware of the nearest First Aider when supervising older children
- Be confident in behaviour management strategies and positive supervision
- Have immediate means of communication with another member of staff who is on-site (e.g. verbal call, phone, or other internal communication method)
- Be fully aware of emergency evacuation routes and procedures
- Maintain appropriate visibility and audibility of the children at all times
- Ensure that the environment is safe, and hazards are removed or controlled before lone working begins

### 5.1. Lone Working Risk Assessment

A Lone Working Risk Assessment must be completed, signed and approved by the Manager or Deputy Manager where lone working is planned or may continue beyond short, transitional periods.

The risk assessment must confirm that:

- The staff member is **suitable** and **competent** to work alone
- **EYFS ratios** will be maintained at all times
- Children will remain **within sight or hearing** in line with statutory supervision requirements
- The lone worker has access to **immediate assistance** from another staff member on-site
- The lone worker knows **how to summon help without delay**
- All **emergency procedures** are understood and actionable by the lone worker (including fire evacuation)
- The environment is **safe** with adequate visibility, access and hazard control

- Any children with medical, SEND, or safeguarding needs have been **fully considered** and appropriate support already in place
- Lone working will be for the **minimum duration** required to meet children's needs

Risk assessments must be:

- Reviewed **immediately** if staffing, children's needs or room layout changes
- Updated or withdrawn **if any new risks arise**
- Stored securely alongside Health & Safety records

No staff member may lone work if the risk assessment identifies **any** unresolved risks to children or the staff member.

## 7. When Lone Working is Not Permitted

Lone room working must not take place in the following circumstances:

- Where the staff member is in induction, probation, or has not completed required safeguarding training
- Where the staff member does not hold a current Enhanced DBS check or is not deemed suitable or competent to supervise alone
- Where a staff member has a medical, physical or wellbeing concern that affects their ability to work safely
- Where a child has identified medical, SEND or behavioural needs requiring more than one adult or increased supervision
- Where a child is distressed, unwell, or requires frequent close contact or physical reassurance
- Where visibility, hearing or communication with other staff cannot be safely maintained
- Where the lone worker would not be able to access assistance immediately in an emergency
- Where a parent/carer has stated they do not consent to sole supervision for their child
- During sleep/rest times where:
  - Sleep checks cannot be carried out and recorded in line with the Sleep and Rest Policy, or
  - The lone practitioner is not trained and confident to monitor children safely
- Where compliance with EYFS ratios cannot be guaranteed
- Where a risk assessment identifies any increased safeguarding concerns or uncontrolled risks

If any of the above apply, lone working must **not** occur and **must stop immediately** if already in progress. The Manager must be informed and appropriate staffing arrangements put in place without delay.

## 9. Emergency Procedure

If any lone worker feels unsafe or an incident occurs:

- They must contact the Manager or senior staff immediately, by either calling out or using the radio transmission device provided in the room.
- For any serious threat or emergency, 999 must be called
- The building should be evacuated if required
- The incident must be reported and recorded
- All incidents will be reviewed to prevent recurrence.

## 10. Reporting and Review

The Manager or Deputy Manager is responsible for ensuring that all lone working arrangements are appropriately monitored, recorded and reviewed to maintain the safety of children and staff.

The following must be recorded:

- All planned lone working arrangements
- Any occasions where lone room working exceeds the expected short, transitional period
- Details of any concerns, incidents, or near misses involving lone working
- Any decision to stop lone working due to increased risk

Records will be held securely in line with safeguarding and data protection requirements.

All incidents and patterns of lone working will be:

- Reviewed during regular Health & Safety checks and staff supervision
- Evaluated following any emergency or significant incident
- Used to update risk assessments and internal procedures where required
- Reported to relevant safeguarding or regulatory authorities where applicable

If a review identifies an increased risk to children or staff, the Manager must take immediate action to amend staffing arrangements, provide additional training, or suspend lone working until risks are fully controlled.

Any changes to practice or identified areas for improvement will be communicated to all staff and monitored to ensure compliance.

## 11. Training and Communication

All staff must be made aware of this policy as part of their induction and before being placed in a situation where lone working may occur.

Training and communication must ensure:

- All staff understand the definition of lone working and when it is permitted
- All staff are confident in the required procedures, including emergency response and how to obtain immediate assistance
- All staff will be trained on how to use the radio transmission device prior to Lone Working.
- Lone working expectations are reviewed during staff supervision meetings
- The Manager monitors staff competence and confidence when working alone
- Updates to the policy or procedures are communicated promptly to all team members
- Staff know how to report concerns or request support if they do not feel safe to work alone

Staff must confirm that they have read and understood this policy.

No staff member may lone work unless the Manager or Deputy Manager has deemed them competent and suitable to do so.