Staffing And Employment Policy

Academic year 2026/27 | Reviewed at least annually

Statement of Intent

At The Wendy House, we recognise that the quality, suitability and wellbeing of our staff are fundamental to providing children with safe, high-quality care and education.

We are committed to recruiting suitable people, maintaining appropriate staffing levels and supporting staff through induction, supervision, training and ongoing professional development.

The safety and welfare of children will remain paramount throughout our recruitment and employment practices.

Staffing

We will ensure that staffing arrangements meet the requirements of the Early Years Foundation Stage (EYFS).

Staff will be appropriately deployed according to:

- the number and ages of children attending;
- children's individual needs;
- staff qualifications and experience;
- the activities taking place; and
- the layout and use of the premises.

A minimum of two suitable adults will be present whenever children are in attendance.

Staff:child ratios will meet the applicable EYFS requirements.

Children will be adequately supervised and usually remain within sight and hearing of staff and always within sight or hearing.

Qualifications

Staff counted within qualified staff:child ratios will hold qualifications that meet applicable EYFS qualification requirements.

The Manager/person responsible for the day-to-day management of the setting will hold an appropriate qualification in accordance with EYFS requirements.

Qualification certificates and relevant evidence will be checked as part of recruitment and retained appropriately.

Recruitment

The Wendy House is committed to safer recruitment.

Recruitment decisions will be based on an applicant's suitability, skills, qualifications, experience and ability to fulfil the requirements of the role.

We will:

- use appropriate application and recruitment procedures;
- provide clear job descriptions;
- explore relevant employment history;
- identify and appropriately explore gaps or inconsistencies in employment history;
- verify qualifications where required;
- obtain appropriate references;
- complete required identity, right-to-work and suitability checks;
- undertake appropriate Disclosure and Barring Service (DBS) checks; and
- ensure safeguarding remains central to recruitment decisions.

Recruitment procedures will be fair and non-discriminatory and comply with applicable equality legislation.

References

Appropriate references will be obtained **before a person is recruited** in accordance with EYFS requirements.

We will not accept open references such as those addressed "To whom it may concern".

References will be obtained directly from appropriate referees rather than relying on the applicant to obtain them.

Where appropriate, references will include the applicant's current or most recent relevant employer and their most recent employer working with children.

References will be checked carefully and any discrepancies, vague information or concerns will be followed up before an appointment is confirmed.

References will not be accepted from family members.

When The Wendy House provides a reference for a current or former member of staff, information will be factual, accurate and provided in accordance with EYFS requirements.

DBS and Suitability Checks

All required DBS and suitability checks will be completed in accordance with statutory requirements.

New employees will not commence employment until the required DBS check has been received.

Appropriate enhanced DBS checks will be obtained for staff and volunteers where required.

Where a role constitutes regulated activity with children, the appropriate children's barred list information will also be obtained where required.

A person who is barred from working with children will not be permitted to undertake regulated activity with children.

DBS information will be handled securely and confidentially.

Volunteers

Volunteers will be appropriately recruited, checked, supervised and supported.

From 1 September 2026, volunteers will receive an enhanced DBS check in accordance with EYFS requirements.

Where a volunteer undertakes regulated activity with children, the appropriate children's barred list check will also be obtained.

Volunteer roles and frequency of attendance will be considered when determining applicable requirements.

Volunteers will not be left unsupervised with children unless all applicable requirements have been met and the setting has determined that this is appropriate.

Ongoing Staff Suitability

Staff suitability is an ongoing responsibility and is not limited to checks completed when a person is first employed.

Staff must inform the Manager promptly of any circumstances, convictions, cautions, court orders, warnings, disqualification information or other relevant matters that may affect their suitability to work with children.

The setting will ensure staff understand what information they are required to disclose.

Where information is received that may affect a person's suitability, this will be considered promptly and appropriate action taken.

Where required, Ofsted and/or other relevant organisations will be notified.

Safeguarding Allegations and Concerns About Staff

Any allegation or concern that a member of staff, volunteer or other adult has harmed or may have harmed a child will be taken seriously and managed in accordance with our **Safeguarding Policy**.

The appropriate safeguarding procedures will be followed and relevant agencies notified where required.

Where applicable, referrals will be made to the Disclosure and Barring Service (DBS).

Induction

All new staff will undertake an appropriate induction programme.

Induction will include:

- safeguarding and child protection;
- the role of the Designated Safeguarding Lead;
- whistleblowing;
- health and safety;
- emergency evacuation and fire procedures;
- confidentiality and data protection;
- behaviour expectations;
- staff conduct;
- children's individual needs;
- the key-person approach where applicable;
- relevant policies and procedures; and
- the responsibilities of their particular role.

New staff will be supported during their induction and probationary period and given opportunities to ask questions and discuss their practice.

Staff Supervision

Staff who have contact with children and families will receive regular supervision.

Supervision provides opportunities to:

- discuss children's development and wellbeing;
- discuss safeguarding concerns;
- identify solutions to issues;
- receive coaching and support;
- discuss workload and wellbeing;
- identify training and professional-development needs; and
- reflect upon professional practice.

Supervision discussions will be treated appropriately and records maintained where required.

Appraisals and Professional Development

Staff will participate in appropriate appraisal and professional-development arrangements.

We encourage staff to develop their knowledge, skills and confidence through:

- training;

- staff meetings;
- supervision;
- professional discussion;
- sharing good practice; and
- relevant continuing professional development.

Training needs will be reviewed regularly.

Required training and renewal dates will be monitored.

Paediatric First Aid

All staff at The Wendy House who work directly with children hold a current Paediatric First Aid qualification.

Appropriate Paediatric First Aid cover will always be maintained in accordance with EYFS requirements.

Safeguarding Training

Staff will receive safeguarding training appropriate to their role.

Safeguarding knowledge will be kept up to date through training, staff meetings, supervision and relevant updates.

Staff must understand how to recognise possible signs of abuse, neglect or other safeguarding concerns and know how to report concerns.

Staff must know who the setting's Designated Safeguarding Lead (DSL) and Deputy DSL are.

Staff Conduct

All staff are expected to behave professionally and appropriately and to maintain suitable boundaries with children and families.

Staff must follow the setting's policies, procedures and expectations relating to professional conduct.

Any behaviour that could place a child's safety or wellbeing at risk will be addressed immediately.

Staff Wellbeing

At The Wendy House, we recognise that supporting the wellbeing of our staff contributes to a positive, supportive and safe environment for both staff and children.

The Wendy House is committed to supporting staff wellbeing through regular check-ins, supervision and access to appropriate support where needed.

Regular wellbeing check-ins are carried out with staff, providing an opportunity to discuss how they are feeling, identify any concerns and consider whether additional support may be helpful.

Staff wellbeing is also considered through supervision and other appropriate opportunities.

Staff are encouraged to speak openly with the Manager, Deputy Manager or another appropriate member of the leadership team if they have concerns about their wellbeing, workload or ability to carry out their role safely.

Any personal information shared during wellbeing discussions will be treated sensitively and confidentially, subject to safeguarding or other legal responsibilities.

Equality of Opportunity

The Wendy House is committed to equality of opportunity in recruitment and employment.

Applicants and employees will be treated fairly and will not be unlawfully discriminated against because of a protected characteristic.

Reasonable adjustments will be considered for disabled applicants and employees where appropriate.

Students and Work Experience

Students and individuals undertaking work experience will be managed in accordance with our **Student Placement Policy**.

They will receive appropriate induction and supervision and will not be given responsibilities beyond their competence, experience or permitted role.

Confidentiality

Staff must maintain appropriate confidentiality regarding children, families, colleagues and the business of the setting.

Information will only be shared where there is a legitimate reason to do so.

Safeguarding responsibilities take priority over confidentiality where information needs to be shared to protect a child.

Records

Appropriate staff records will be securely maintained, including where relevant:

- application and recruitment information;
- references;
- DBS and suitability information;
- identity and right-to-work checks;
- qualifications;
- training;
- induction;

- supervision and appraisal;
- absence;
- employment information; and
- other records required by law or the EYFS.

Access to personnel records will be appropriately restricted.

Management Responsibility

The Manager is responsible for the day-to-day implementation of this policy.

The Management Committee, as the employer, retains appropriate governance and employer responsibilities.

All staff are responsible for maintaining their own suitability, following setting policies and raising concerns where necessary.

Review

This policy will be reviewed at least annually and sooner where legislation, statutory guidance or the needs of the setting change.

Policy Approval & Review

Policy year	2026/2027
Approval status	Awaiting Management Committee approval
Next scheduled review	March 2027