**Ofsted helpline number 0300 123 1231**

**Initial Response Team (IRT) 0845 603 7627**

[**initialresponseteam@essex.gcsx.gov.uk**](mailto:initialresponseteam@essex.gcsx.gov.uk)

**Essex Safeguarding Board** [**www.escb.co.uk**](http://www.escb.co.uk)

**Children and Families Hub 0345 603 7627**

**Essex County Council Protection Line - out of hours service 0845 6061212 / 01206 844981**

**Children’s Safeguarding Service 01245 436744**

**National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000**

**Essex Recruitment Service** [**https://eycp.essex.gov.uk/running-your-business/essex-early-years-and-childcare-recruitment-service/**](https://eycp.essex.gov.uk/running-your-business/essex-early-years-and-childcare-recruitment-service/)

**Our Designated Safeguarding Officer is Maggie Catmull**

**The 3 Pre-school Directors are: Maggie Catmull -Overall Manager (Ofsted Nominated person),**

**Sarah Duffy – Setting Manger, Katie Ramsey – Deputy Manager**

**08 Staff, volunteers and students policy**

# Alongside associated procedures in 08.1-08.3 Staff, volunteers and students, this policy was adopted by *Richmond Pre-school on 1st September 2024.*

# Aim

Staff 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.

## Objectives

* 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.
* Ofsted are notified of staff changes or changes to the setting’s name or address.
* Parents are involved with their children’s learning and their views are considered.

#### Legal references

# Protection of Children Act 1999

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

**Further guidance**

[Recruiting Early Years Staff](https://portal.eyalliance.org.uk/Shop#!prod/9ad36ab5-7364-ea11-a811-000d3a0ba8fe/curr/GBP) (Alliance 2016)

[People Management in the Early Years](https://portal.eyalliance.org.uk/Shop#!prod/a58ed1d4-7564-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance 2016)