



AUTUMN COTTAGE CHILDCARE

STAFFING POLICY

Issued: April 2026

Next Review: April 2027

ABOUT THIS POLICY

This Policy details Autumn Cottage Childcare's (AC) approach to ensuring that staff who are recruited to, or are at work in, the setting are:

- suitable to work with children.
- compliant with current legislation.
- compliant with The Early Years Foundation Stage (EYFS) framework.

SAFER RECRUITMENT

AC takes responsibility for ensuring their staff are suitable to work with children and comply with its Safeguarding Policy and procedures. Any persons applying for a position at AC will need to:

- Provide a CV, inclusive of work history (justifying any gaps in employment)
- Have confirmed ID, proof of address and qualifications.
- Two satisfactory references.
- Pass the AC interview process.
- Disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (in accordance with EYFS).
- Undergo a full DBS check - see below.

NOTE: No employee is permitted to have any unsupervised contact to the children without these checks.

On appointment all staff undergo full induction, have a probation period of three months and given safeguarding training. They also have termly supervisions with the Manager, reviewing work and healthcare needs.

DISCLOSURE & BARRING SERVICE CHECK

AC complies fully with the Disclosure & Barring Service (DBS) Code of Practice. Any individual who wishes to/will be working at the setting has to undergo a Police check through the DBS at an Enhanced level. The offer of any position of employment will be subject to the awarding of this Certificate. The details of the Enhanced DBS Certificate are recorded and retained on file.

However, until the original copy of the Enhanced Certificate has been received, the staff member will not be allowed sole care of any children within the setting, particularly all aspects of personal care.



If a staff member is later identified as having a relevant criminal conviction, a decision will be made as to whether the individual can remain employed. Ofsted and the DBS will be informed if the employee is deemed unacceptable to work with children.

STUDENT PLACEMENTS

AC recognise that its setting and activities make it an ideal place for students on placement from childcare courses, as well as relevant level 2 and 3 courses. AC aims to provide students with experiences which contribute to the successful completion of their studies, and which provide examples of quality practice in Early Years care and education.

However, AC places a number of safeguards in place when admitting students to the setting:

- Students must be confirmed by their tutor as being engaged in a bona fide childcare course.
- For students under the age of 17 years:
 - Their School must formally vouch for the student's good character.
 - They are not allowed to have unsupervised access to children.
- Students over the age of 17 years must undergo a DBS check by their college before placement.
- Students must adhere to the AC Privacy policy.
- Each student is allocated a mentor to support and guide them. The Mentor liaises with students' tutors to help them fulfil the requirements of their course.
- Students who are placed in our setting on a short-term basis are not counted in our staffing ratios.
- Students may not carry or use their mobile phones.