



friends on the hill

staffing policy

policy statement

our club believes that all of its staff, (which includes volunteers), who have regular contact with children should be suitable, have appropriate qualifications, have received all necessary training and passed all relevant checks. friends on the hill will make appropriate notifications to relevant authorities where necessary and ensure relevant records are kept

1 hiring

1.1 the following checks and requirements must be successfully completed as part of the process for hiring new staff and before staff are permitted to work with children. we follow the NSPCC safer recruitment guidelines.

- 1.1.1
 - an enhanced criminal records check (including checks in any country in which the staff member has previously lived or worked for more than a year in the past 10 years)
- 1.1.2
 - an enhanced disclosure barring service (DBS) check is required. during this check it will ask for 3 original identity documents. once friends on the hill becomes Ofsted registered, the DBS must be no more than 3 months old at the point of hiring
- 1.1.3
 - a check that the staff member has not been previously disqualified from registration under the Childcare Act 2006
- 1.1.4
 - proof of identification (either current driving licence, passport, or full birth certificate)
- 1.1.5
 - Publicly available social media profile checks

1.2 staff members are required to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)

1.3 management must take appropriate steps to verify qualifications including in cases where physical evidence can't be produced

1.4 management must follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and

maternity, race, religion or belief, sex and sexual orientation

- 1.5 staff members must have sufficient understanding and use of english to ensure the well-being of children in their care. this includes the ability to:
- keep records in English.
 - liaise with other agencies in English.
 - summon emergency help.
 - understand instructions. such as those regarding the safety of medicines or food hygiene
- 1.6 friends on the hill will retain all information related to the application and interview notes for 3 months after which the information will be deleted.
- 1.7 staff will receive an induction on joining the setting. this will cover information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.
- 1.8 staff will also have a one to one meeting with the DSL to make sure they understand our key safeguarding expectations and processes and a one to one meeting with another member of the management committee to ensure they are familiar with our culture, expectations and key processes.

2. notifications & referrals

- 2.1 if a staff member is dismissed (or would have been if they had not left the setting first) because they have either harmed a child or put a child at risk of harm, management will make a referral to the disclosure and barring service
- 2.2 management must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an example of a significant event
- 2.3 notification should generally be made within 14 days of being made aware of any significant event
- 2.4 if management becomes aware of a notifiable event they must take appropriate steps to ensure the safety of children in their care

3 staff records

- 3.1 management will record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).
- 3.2 staff records will be kept for six years after the end of employment in accordance with the Chartered Institute of Personnel and Development (CIPD) policy

4 expected behaviour for staff

- 4.1 staff at friends on the hill are role models for children and must adhere to high standards of behaviour and professionalism. staff are expected to:
- 4.2 treat all children, parents, and colleagues with respect and dignity, maintaining a professional and positive approach at all times.
- 4.3 promote positive behaviour by providing clear expectations, praise, and encouragement.
- 4.4 address inappropriate behaviour promptly and fairly, following the procedures outlined in the behaviour management policy. Ensure that sensitive conversations with parents happen in a private space away from the ears of children or other parents.
- 4.5 challenge discrimination and bias: ensure that all forms of discrimination, including racism, sexism, and bullying, are immediately addressed and reported following the club's guidelines.
- 4.6 promote an inclusive environment where all children feel safe, supported, and valued regardless of their background or abilities.
- 4.7 maintain confidentiality when dealing with sensitive information, respecting the privacy of children and families.
- 4.8 ensure safeguarding practices are followed at all times, prioritizing the safety and well-being of the children in our care.
- 4.9 engage in regular professional development to improve behaviour management techniques and maintain the highest standards of care.
- 4.10 staff will receive appraisal conversations three times a year (at the end of each long term). these will be carried out by the setting manager and one member of the management committee for staff. the setting manager's appraisal conversation will be led by two members of the management committee. these should include an assessment of ongoing safeguarding awareness

5 breaches of this policy

- 5.1 in cases of misconduct or breach of this policy, the following procedures will be followed
- 5.3 In an cases of any misconduct or reported breaches of conduct, the foth directors will carry out an internal enquiry which may include discussions, further training or disciplinary action depending on the severity of the incident.

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