



The Play Den

5 Safeguarding and Welfare Requirements

STAFF

Qualifications:

The Play Den is committed to continual professional development and staff are encouraged to attend training courses.

The setting's Manager holds a Level 6 BA (hons) Degree in Early Childhood Development and the Deputy Manager hold a Level 5 Foundation Degree. The remaining permanent staff are qualified to Level 2 or 3. The settings staff is trained above statutory requirement levels. Apprentices (aged over 16) are recruited when required via our partners at Swindon College and are trained to either a Level 2 or Level 3 qualification standard. They are paid employees and therefore follow the same recruitment, staff development and procedures (including disciplinary) as permanent staff members. Any volunteers at the setting are required to have a DBS check via the setting. **(Safeguarding and Welfare 3.21)**

Upon induction, all staff are provided with a job description, detailing their roles and responsibilities. This includes: **(Safeguarding and Welfare 3.18)**

- Roles and responsibilities
- Emergency evacuation procedures, meeting points and specific responsibilities (such as evacuating a specific area, collecting the phone or collecting the emergency evacuation list)

- Safeguarding and Child Protection
- The Play Den's equality policy
- Health and safety issues

Support:

Staff are provided with on the job training as well as completion of professional qualifications such as Diplomas or NVQ's. External training providers meet frequently with the staff member and the Manager and termly staff supervision reviews are held.

Staff are coached by the Room Managers and the setting manager and every month they are 'shadowed' to encourage good practice and harvest a culture of mutual support, teamwork and continual improvement. **(Safeguarding and Welfare 3.19)**

The setting manager harvests an 'open door' policy to enable staff to discuss sensitive issues (including children's development or well being) and receive coaching on personal effectiveness. **(Safeguarding and Welfare 3.20)**

Staffs are also given annual appraisals which provide a forum for discussion regarding professional development and training. We hold regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties that may arise. Supervision reviews are conducted every term to evaluate practice and areas for development. **(Safeguarding and Welfare 3.22)**

All staff are trained in Paediatric First Aid and complete re-training every 3 years. **(Safeguarding and Welfare 3.24)**

All staff are educated in English to ensure they use correct language when talking to and caring for children in The Play Den. Therefore staff are able to keep records, read instructions such as medication, manage food hygiene and liaise with other agencies. **(Safeguarding and Welfare 3.25)**

This policy was produced on 8/8/12, last reviewed on 19/4/19