

Operational
&
Staffing
Policies

Key Person Policy

Purpose

At Currents Preschool we recognise that secure relationships are fundamental to children's wellbeing and learning. Each child is assigned a key person who takes special responsibility for helping them feel safe, valued and supported.

This approach reflects our belief that children thrive when they feel understood, respected and connected to the adults who care for them.

Aims

The key person system aims to:

- Support children to settle confidently into the setting.
 - Build strong relationships between children, families and staff.
 - Ensure each child's development and wellbeing are understood and supported.
 - Provide continuity and emotional security.
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How the Key Person System Works

- Each child is allocated a key person when they join the preschool.
 - The key person will take particular interest in the child's wellbeing, interests and development.
 - The key person will communicate regularly with parents and carers.
 - If the key person is absent, another familiar member of staff will act as the buddy key person.
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Supporting Children's Development

Key persons will:

- Observe children to understand their interests and learning.
 - Support children through play, conversation and exploration.
 - Encourage independence, resilience and communication.
 - Work with parents to support children's individual needs.
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Working with Parents

The key person will:

- Build positive relationships with families.
 - Share information about children's experiences and progress.
 - Encourage parents to share knowledge about their child.
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Safeguarding

All staff, including key persons, are responsible for safeguarding and promoting the welfare of children. Any concerns about a child's wellbeing will be reported following the setting's safeguarding procedures.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Staffing & Recruitment Policy

Policy Statement

We are committed to ensuring that all staff are suitable, qualified, and experienced to work with children. We follow safer recruitment procedures to safeguard children and ensure that staffing arrangements meet statutory requirements at all times. This policy outlines our procedures for recruitment and selection, Disclosure and Barring Service (DBS) checks, references, and staff ratios.

Recruitment and Selection

We follow safer recruitment practices to ensure all staff are suitable to work with children. Our recruitment process includes a clear job description and person specification, completion of a full application form (CVs are not accepted without this), a formal interview process, and verification of identity and qualifications. We review employment history carefully and require explanations for any gaps in employment.

Before employment is confirmed, we obtain two satisfactory references, complete an enhanced DBS check, and verify the candidate's right to work in the UK. Interviews will, where possible, always be conducted by two members of staff. At least one member of the interview panel will have completed safer recruitment training.

Disclosure and Barring Service (DBS) Checks

All staff, students, volunteers, and regular visitors must undergo an Enhanced DBS check before starting employment. Where applicable, individuals are expected to register with the DBS Update Service. No individual will be left unsupervised with children until all required checks have been completed.

Staff are required to disclose any criminal convictions, cautions, reprimands, court orders, or any changes that may affect their suitability to work with children. Where necessary, risk assessments will be undertaken. All DBS information is handled in line with data protection legislation and stored securely.

References

Two written references are obtained prior to employment commencing. One reference must be from the applicant's most recent employer. References are requested directly from the referee and are not accepted via the applicant. Any concerns raised are followed up before an appointment is confirmed. Where a candidate has previously worked with children, their suitability and reasons for leaving will be verified.

Staff Ratios

We adhere to the statutory staff-to-child ratios set out in the Early Years Foundation Stage (EYFS) framework. For children aged over two years, the ratio is 1:5. For children aged over three years, the ratio is 1:8. This may increase to 1:13 where a qualified teacher, Early Years Teacher Status (EYTS) holder, or a Level 6 qualified practitioner is present and working directly with the children.

At least one member of staff with a current paediatric first aid certificate will be on the premises and available at all times. Staffing levels are organised to meet the needs of all children, including those with additional needs, and to ensure appropriate supervision, safeguarding, and continuity of care.

Ongoing Suitability

All staff are expected to maintain professional conduct and to inform management immediately of any changes that may affect their suitability to work with children. Staff participate in regular supervision meetings, annual appraisals, and ongoing professional development. Failure to meet suitability requirements may result in disciplinary procedures.

Induction and Probation

All new staff complete a structured induction programme which includes safeguarding and child protection training, familiarisation with policies and procedures, health and safety requirements, emergency procedures, and role-specific responsibilities.

New employees are subject to a probationary period, normally between three and six months. During this period, performance and suitability are monitored through regular supervision meetings, and additional training or support is provided where necessary. Employment is confirmed only once the probation period has been successfully completed.

Review

This policy will be reviewed annually or sooner if legislation changes.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Staff Supervision & Induction Policy

Purpose

At Currents, we are committed to supporting every member of staff to grow, thrive, and deliver the highest quality care and learning experiences for children. This policy outlines the procedures for staff induction, supervision, mentoring, and ongoing professional development, ensuring that all staff feel confident, competent, and supported in their roles.

Induction

All new staff will undergo a comprehensive induction to ensure they understand Currents' ethos, policies, and procedures. Induction includes:

- Introduction to Currents' Values: Understanding our child-centred approach, focus on nurturing independence, communication, and emotional well-being.
 - Policies and Procedures: Familiarisation with safeguarding, health and safety, behaviour management, confidentiality, and staff code of conduct.
 - Role-Specific Training: Overview of daily routines, responsibilities, and expectations, including supporting children's learning, play, and development.
 - Mentoring: Each new staff member is paired with an experienced mentor for guidance, observation, and support during the first 12 weeks.
 - Probation and Review: New staff are supported through a probation period, with formal feedback sessions to ensure understanding, progress, and confidence in their role.
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Supervision

Currents is committed to regular, structured supervision to support staff development, reflection, and well-being:

- Frequency: Supervision sessions will be held at least once per term, or more frequently if needed.
- Purpose: Supervision provides a space for reflective practice, discussion of challenges, goal setting, and professional growth.
- Focus Areas: Supervision will cover performance, adherence to policies, well-being, training needs, observations of practice, and opportunities for development.
- Documentation: Notes from supervision sessions are recorded confidentially, with agreed actions and review dates.

Mentoring and Professional Development

We prioritise lifelong learning and continuous improvement for our staff:

- **Mentoring:** Experienced staff provide guidance, advice, and practical support to newer colleagues. Mentoring encourages reflective practice, sharing of expertise, and skill development.
- **Training:** Staff are provided with access to relevant training opportunities, both mandatory (e.g., safeguarding, first aid) and optional (e.g., specialised pedagogy, child development, special educational needs).
- **Career Development:** Staff are supported to identify and pursue career goals within early years education, including qualifications, CPD courses, and leadership opportunities.
- **Evaluation:** Staff are encouraged to reflect on training outcomes and implement learning in practice, with support from mentors and supervisors.

Roles and Responsibilities

- **Management:** Ensure induction, supervision, and development opportunities are provided consistently and effectively.
- **Staff:** Actively participate in induction, supervision, and training, reflecting on practice and applying learning to daily work.
- **Mentors:** Support mentees, share expertise, and provide constructive feedback in a positive and professional manner.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Staff Code of Conduct / Behaviour Policy

Purpose

At Currents, our aim is to create a safe, nurturing, and inspiring environment for every child. Our staff are role models, guiding children through curiosity, play, and learning. This Code of Conduct outlines the professional behaviours, standards, and expectations for all staff, ensuring consistency, safety, and excellence in practice.

Professionalism

All staff are expected to demonstrate the highest standards of professionalism at all times. This includes:

- **Respect and Integrity:** Treat children, families, colleagues, and visitors with courtesy, kindness, and fairness. Demonstrate honesty, integrity, and ethical behaviour in all interactions.
 - **Boundaries:** Maintain professional boundaries with children and families, avoiding favoritism, inappropriate familiarity, or personal disclosure beyond what is appropriate to the professional context.
 - **Responsibility and Accountability:** Arrive on time, prepared, and ready to engage. Take responsibility for your actions, learn from feedback, and adhere to Currents' policies and procedures.
 - **Confidentiality:** Respect the privacy of children, families, and colleagues. Any information gained through your role must be handled confidentially and only shared on a need-to-know basis within Currents' professional framework.
 - **Team Collaboration:** Work collaboratively with colleagues, sharing insights, supporting each other, and contributing to a positive, reflective, and supportive workplace culture.
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Dress Code

Currents staff should dress in a way that is professional, practical, and safe for working with young children:

- **Professional Yet Practical:** Clothing should be comfortable and suitable for a variety of indoor and outdoor activities, including messy play. Clothing must be clean, in good condition, and appropriate for a preschool setting.
- **Safety First:** Avoid loose, long, or dangling clothing and accessories that could pose a risk to children. Closed-toe, non-slip shoes must be worn at all times.

- Modesty and Appropriateness: Clothing should be modest and free from offensive slogans or graphics.
 - Hygiene: Personal hygiene must be maintained to promote health and well-being for yourself and the children in your care.
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Communication

Effective communication is key to nurturing confident, resilient children and supporting families. Staff are expected to:

- Professional Communication: Speak to colleagues, children, and families in a polite, respectful, and clear manner. Avoid gossip, sarcasm, or inappropriate language.
 - Active Listening: Listen attentively to children's ideas, questions, and emotions. Engage in dialogue that encourages thinking, curiosity, and emotional expression.
 - Families: Keep families informed about their child's progress, learning, and well-being in a timely, respectful, and accurate manner.
 - Internal Communication: Share important information with colleagues professionally and promptly, ensuring the smooth operation of the setting and the safety of all children.
 - Digital Communication: Use emails, messages, and social media responsibly. Never share confidential information about children, families, or colleagues outside of Currents' authorised channels.
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Monitoring and Review

- Staff adherence to this Code of Conduct will be monitored through supervision, observations, and regular team meetings.
 - Breaches of the Code may result in disciplinary action, additional training, or other measures as appropriate.
 - This policy will be reviewed annually to ensure alignment with Currents' ethos, best practice, and statutory guidance.
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Commitment

By working at Currents, staff agree to uphold this Code of Conduct, modelling respect, professionalism, and compassion for the children, families, and colleagues within our community.

Review

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