



## **Cover Staff Policy**

### **Statement of intent**

Crofton Early Learners recognises that it is essential we provide a staffing ratio in line with or above the requirements of the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. In order to meet these requirements it is sometimes essential to draw on a limited number of additional staff to cover for staff absences (due to ie sickness).

### **Aim**

To ensure that children below school age and their parents are offered high quality early years care, building foundations for their future education.

### **Procedure**

- We require all cover staff to meet the 'suitable people' requirements as set out in the Statutory Guidance for the EYFS.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service in accordance with statutory requirements for cover staff in the same way as for permanent staff.
- We work towards offering equality of opportunity by using non-discriminatory procedures for cover staff recruitment and selection.
- We supervise cover staff who do not hold relevant qualifications and do not allow them to have unsupervised access to children.
- We take out employers' liability insurance and public liability insurance, which covers ad hoc staffing.
- We require cover staff to keep to our confidentiality and safeguarding policies
- We provide cover staff, at their first session, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

This policy was adopted at a meeting of **CROFTON EARLY LEARNERS**

Held on June 2023

Date to be reviewed June 2026