



**Ramsden Hall
Academy**

**Parallel
Learning
Trust**

Residential Staffing Policy

LAST REVIEW	October 2025	REVIEW PERIOD	3 Years
NEXT REVIEW DATE	October 2028	OWNER	Tara Cordrey
TYPE OF POLICY	Academy	APPROVAL LEVEL	Headteacher

RESIDENTIAL STAFFING POLICY

Aims

To ensure that pupils and their parents/family/carers are offered high quality residential provision with safe, qualified and experienced staff.

Recruitment - The staffing policy considers the selection of employees who have the skills required to undertake the role as well as qualifications to support this.

- We are committed to promoting equality of opportunity by applying non-discriminatory procedures throughout our staff recruitment and selection processes.
- We welcome applications from all sections of the community. Candidates are considered solely on the basis of their suitability for the role, regardless of marital status, age, gender, culture, religious belief, ethnic origin, sexual orientation, or any other protected characteristic. This list is not exhaustive.
- We are committed to recruiting, appointing, and employing staff in full accordance with the most up-to-date Keeping Children Safe in Education statutory guidance. This includes ensuring robust safeguarding practices, conducting appropriate pre-employment checks, and promoting a safe environment for children and young people.
- Only applications submitted using the Trust's official application form will be accepted.
- The selection for interview is carried out by the Human Resources Operations Manager and Head of Care. As part of our safeguarding procedures, we also conduct an online search of shortlisted candidates to identify any publicly available information that may be relevant. All positions are subject to the appropriate checks and clearances, in line with safer recruitment practices.
- The candidate's qualifications, employment history and work experience are assessed against the job description, while their enthusiasm and alignment with the person specification are also considered during the shortlisting process.
- Interviews will be conducted by the Head of Care and a Senior Child Care Officer. In their absence, a member of the Senior Leadership Team (SLT) will participate in the interview process.
- The formal interview process includes a set of structured questions informed by the Warner Report, alongside role-specific questions tailored to the position.
- All candidates who are successful at the first-stage interview will be invited to visit the residential provision. During this visit, they will be interviewed by pupils, complete various scenario-based questions, and spend time engaging with both staff and pupils to further assess their suitability for the role.
- If the second stage of the selection process is successful, the candidate may be offered a conditional offer of employment. This offer is subject to the completion of all appropriate pre-employment checks and clearances, including:
 - An Enhanced DBS disclosure
 - References from all roles involving work with vulnerable individuals since leaving school and/or college
 - Confirmation of the right to work in the UK
 - Medical clearance
 - Compliance with safer recruitment requirements to ensure the safeguarding of children and young people

- If, at any stage, concerns arise regarding the preferred candidate's suitability to fulfil the role, the school reserves the right to withdraw the conditional offer of employment.

Training - Staff are employed with, or are trained to, a minimum level that is directed by the National Minimum Standards (NMS) for residential special schools.

- All residential staff must be trained to at least level 3 in Caring for Children and Young people or equivalent.
- The Head of Care must be trained to at least level 5 in Care Management
- Any staff who do not have this qualification before starting employment with us will start the qualification course within 3 months of them completing their probation and complete within 2 years.
- All staff are expected to complete a number of face to face and on line courses as directed by the Head teacher and Head of Care.
- Residential staff take part in all CPD training and inset days.
- All new staff undertake induction training for the first two weeks. The first week involves a combination of 1-1 discussions, workbook induction and on-line training. The second week includes on line training and shifts where they shadow experienced staff.
- Staff receive half termly supervision, unless within their probation, then it is twice half termly supervision.
- Staff receive a yearly appraisal.

Staffing - We ensure a minimum staffing ratio which is dependent on the pupils' individual needs as well as the mix of the pupils on each day. This is supported by us being a choice or 'flexi' boarding provision.

- A minimum of two staff are on duty at any one time.
- Staffing ratio will be no less than 1:5
- The Head of Care is on call throughout the day and night during school term time to offer support, guidance and direction.
- Staff have a daily handover and debrief keep them up to date on all pupils' behaviours and concerns.
- Daily handover is logged to ensure staff that are not on shift are able to review the day.
- Weekly academy team meetings keep staff up to date with all school issues
- At least fortnightly residential team meetings take place to discuss safeguarding, planning, individual pupils and staff wellbeing as well as a whistleblowing scenario.
- Weekly calls are made to parents/family/carers to update them on their son's progress or issues.