

# Coach Nick's Breakfast & After School Club

## Employment and Staffing policy

June 2010

### We aim to...

- place the best interests of the children at the centre of all staffing matters
- offer equality of opportunity in our staff recruitment and selection
- support all staff in the performance of their duties and in improving their play practice

### Staff behaviour and conduct

**All staff are expected to conduct themselves in a professional, courteous, helpful, warm and consistent manner. During their time at work and carrying out their duties they will:**

1. Be appropriately dressed for working with children.
2. Be aware of health and safety issues, for example nails, hair, jewellery, in relation to personal appearance.
3. Switch off personal mobile phones during working hours, except by prior arrangement with their manager
4. Demonstrate understanding of multi-cultural issues and a commitment to treating all children and young people as individuals and with equal concern and respect
5. Demonstrate understanding of and competence in health, safety and welfare issues
6. Be honest, loyal and diligent
7. Not smoke or take alcohol or drugs or bully, harass or victimise any child, young person or adult
8. Avoid the use of offensive language, swearing, arguing and racist or sexist comments.

**All staff will understand and work in accordance with the clubs policies, procedures and practices. Guided by their job description, staff will work in accordance with the terms and conditions of their contract of employment. Staff will carry out their duties in accordance with current legislation and best practice guidelines**

### Recruitment and selection of staff

**We are committed to offering equality of opportunity in our staff recruitment and selection procedures. In order to achieve this:**

1. Staff will be recruited from all sections of the community and employed on the basis of their suitability for the post regardless of marital status, age, gender, culture religion, ethnic origin or sexual orientation.
2. Permitted exemption clauses in the recruitment process may be used to ensure our staff profile meets the needs of the children and reflects the diversity of the local community.
3. References and enhanced criminal record checks will be obtained for all staff and volunteers
4. Records relating to the recruitment will be kept, particularly those records which demonstrate that checks have been done. Records will include the type, date and number of each check undertaken.
5. Applicants for work will not be disadvantaged by the placement of unjustifiable conditions or requirements to do the job.

**Recruitment and selection will be carried out in accordance with our recruitment policy and procedure and all relevant legislation and best practice.**

## Induction

**Staff will undergo an induction process during the first month of their employment. This will include:**

- A tour of the premises, to include location of fire exits, toilets and other specific areas such as kitchen, office storage areas and staff room.
- An explanation of the day-to-day management and routine of the Club, including hours of work, shifts, attendance at staff meetings etc.
- Introducing new staff to colleagues, children and parents/carers.
- Pointing out the practical implications of the Club's policies and procedures and practices to the daily running of the Club and to its legal obligations under current legislation.

**Staff will be given a job description, contract of employment and a copies of the club's policies and procedures at the commencement of their employment.**

## Job role and contracts

- All staff will have a contract of work which sets out the terms and conditions of their employment
- All staff will have a job description which sets out the aims of the job and the duties and responsibilities they are expected to carry out. The job description will also list the required personal skills, understanding, knowledge and experience to carry out the roles and responsibilities

## Staff deployment

**We realise the importance of maintaining adequate levels and quality of staffing in order to ensure that children and young people are cared for and given attention and support, that their experience at the club meets their play needs and desires and to ensure that each child or young person's welfare and individual needs are met. Therefore:**

1. Staffing ratios will be in line with current legislation
2. Leave and other absences will be organised and monitored so that staff/child ratios are not compromised.
3. There will be at least 2 members of staff running the playclub at all times
4. There will always be at least 2 members of staff on any trips out
5. Staff will be aware of the need to maintain appropriate levels of cover at all times
6. Staff will move around the play space and change their area or location of supervision as appropriate and in conjunction with the rest of the team.
7. Staff will be aware of where other team members are and will adjust their area or location of responsibility and duties accordingly.
8. A key person approach will operate for every child in the Early Years Foundation Stage Each child will have a member of staff to support them and liaise with parents/carers, teachers and any other agency or individual concerned with the child's well-being and development.
9. The manager will ensure that suitable contingency plans are in place to cover emergencies, unexpected staff absences, breaks, holidays and sickness.
10. Students and volunteers will not be included in the staff to child ratios

## Disciplinary procedures

The club aims to maintain a highly skilled, professional and motivated team of workers. However, it may occasionally be necessary to take action requiring a disciplinary, to encourage improvement in staff conduct and performance The club will provide a fair and consistent method of dealing with incidents of this kind and will be dealt with in accordance with the organisation's disciplinary procedure.

## Staff leave and other absence

**Sick leave, annual and other leave will be taken in accordance with the agreed terms and conditions of employment in their contract of work. In addition:**

- Manager will ensure that space and time is made during the working day for staff to take regular breaks.
- Staff who are unable to attend work because of illness or other medical condition must notify their manager prior to the start of the working day or shift
- Managers will organise annual leave so that ratios are not compromised.
- Where a member of staff needs to take time off for any reason other than sick leave or to attend pre-arranged training, this must be agreed in advance with their manager.
- Sick leave is monitored and action will be taken where necessary, in accordance with the contract of employment.

## **Qualifications and experience**

**The manager and all staff will be suitably qualified and competent to work with children and young people in a play setting.**

- The manager or playleader will have a full and relevant level 3 qualification
- Playworkers will have or be working towards a full and relevant level 2 qualification

***NB SkillsActive, the Sector Skills Council responsible for playwork, consider a playwork qualification to be the 'full and relevant' qualification for those working in playwork settings***

**In addition, staff will undertake training and achieve the required certification in first aid, food hygiene, risk and safety in play and safeguarding.**

## **Support, supervision and appraisal**

**We are committed to supporting all staff in the performance of their duties and in improving their play practice. To review performance and potential and to identify suitable and appropriate training and development needs...**

**Appraisal** will take the form of an annual meeting between the member of staff and person carrying out the appraisal and used to identify current knowledge, skills, areas for future development and potential training needs.

**Supervision** will take the form of a regular monthly discussion between the staff member and the manager and will be used to reflect upon professional progress as well as targets set and issues raised during appraisal.

**The appraisal and supervision process will be used to build up a Personal Development Plan for each member of staff.**

## **Staff development and training**

**All staff will have a job description which describes their role and responsibilities and the competencies, experience and knowledge they must have. Our Intervention policy describes the aims of the work, the understanding that playworkers require and how they will carry out their work. We believe that...**

- The staff of this club are its most valuable resource.
- It is only through their commitment and effort that good quality provision can be established and maintained.
- Well trained and motivated staff make the club better able to meet the diverse and complex play needs of its children and young people

**We are committed to providing training and development opportunities for staff so that they are able to perform their roles efficiently and effectively. Staff will be expected to keep up to date with current professional thinking and practice about play and its related issues, health and safety and child development and welfare issues.**

**Staff will:**

- Be offered and will undertake a full induction programme
- Take part in a regular system of appraisals
- Have a personal development plan
- Maintain record of their qualifications and training

## **Personal development plan (PDP)**

The plan is the joint responsibility of the member of staff and their manager. It is a continuous process to ensure that staff needs are identified and acted upon. A copy of the plan will be kept by the member of staff and the manager. It will list:

- Training undertaken
- Skills acquired
- Training and development opportunities to be undertaken, when and why

## **Training and qualifications:**

The club will support staff to work towards and improve their qualifications and competence. All staff will be encouraged to take up opportunities to develop their professional practice and to ensure their up to date knowledge and understanding of playwork issues.

**To encourage and support staff to take advantage of and overcome barriers to accessing training and development opportunities:**

1. The manager will identify and promote training and development opportunities
2. Staff will be expected to attend training courses as and when requested by their manager
3. Staff will not be financially disadvantaged by training and development opportunities they undertake.

4. Where possible staff will undertake training and qualifications as part of their contracted hours of work.

**It is the manager's responsibility to ensure that staff are up to date with legislation and professional practices and are suitably competent and knowledgeable to fulfil the clubs legal and professional obligations.**

## **Confidentiality**

**Staff have a right to privacy as do children and their parents and family. Except in exceptional circumstances, staff will:**

- Know the rules and guidelines covering confidentiality
- Know what information should be treated confidentially and who can and cannot share this information
- Not discuss personal details of others
- Not talk about individual incidents of behaviour of children in front of parents/carers and other children
- Not supply information about children to any branch of the media

**The club operates a confidentiality policy which all staff must adhere to.**

## **Team work**

**Staff will work as part of a team. This will include:**

1. **Providing support to colleagues when they need it**
  2. **Responding to conflict:** Staff will know the types of conflict that happen in teams and how to deal with it. Conflicts between staff will not in any way compromise professional practice and teamwork
  3. **Taking part in staff meetings to provide a regular and frequent communication slot for managing work and professional practice and an opportunity to:**
    - a. share information
    - b. evaluate past events and work done
    - c. plan ahead
    - d. address issues, problems, good news and the unexpected
- It is expected that all workers will attend and use the staff meeting to contribute their ideas regarding the work of the organisation
  - The way that items are dealt with will enable all to have a view and to express an opinion
  - There will be a regular day and time for a staff meeting
  - All necessary information will be available prior to the meeting
  - Staff team meetings will be recorded

## **Relationships, communication and conflict**

**We recognise the importance of good relationships for the smooth and effective operation of the club.**

**Therefore staff will:**

1. Communicate with children and young people in ways that are appropriate to their age, needs and abilities and which supports and show that they value what the children and young people say and feel
2. Communicate with adults politely and courteously, showing respect for their individuality, needs and preference.
3. Recognise where there are communication difficulties and adapt accordingly
4. Handle disagreements in ways that maintain positive relationships
5. Be aware of typical situations that can cause conflict and know how to deal with them effectively and in a way that does not disrupt the work of the club

## **Students and volunteers**

We believe that a placement for a student or a volunteer at our club is a valuable opportunity to build experience whilst learning about working within a play setting. We appreciate the contribution made by students and volunteers. They will:

- Be supervised and supported by a manager or other suitably qualified and competent member of staff.
- Enter into a formal, written and signed agreement concerning days and times of work, conduct, the aims and objectives of the placement and the support that will be offered by the club
- Undertake suitable and appropriate checks for work with children and young peoples.
- Unless suitably qualified and competent, not be left unsupervised with any child or young person
- Be provided with supervision, appraisal to monitor progress.
- Be provided with appropriate and relevant training and development opportunities
- Be allocated a member of staff who will provide day to day support and leadership
- Adopt a professional approach and work within the clubs polices, procedures and practices
- Be encouraged to attend and contribute to staff meetings

**We will ensure that enabling students and volunteers to work at the club will not detrimentally affect the service provided.**

**This Policy:**

This employment and staffing policy will be revised **annually**.

It was written/revised and adopted by: **Rustem Seyho** at its meeting dated: **June 2010**

Signed: *Rustem Seyho*

Date: **05/2022**

Position in organisation: **Manager**