



# 1. Staffing

**Our Club is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.**

All staff are required to submit to careful recruitment and vetting procedures – this will include providing references which will be verified.

The manager will arrange regular staff meetings where all staff are able to discuss items and contribute in a positive manner. The manager should encourage staff to contribute to the development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display both knowledge and understanding of equal opportunities and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call, the person calling them should use the main Club number (refer to Photography/Mobile Phone Policy).

There is a named qualified and capable deputy, who will take charge in the manager's absence.

## **Terms and Conditions**

The Club is committed to promoting family friendly employment practises to help staff balance work and family commitments. The Club will make every effort to be flexible with staff and to promote harmonious working relations.

The Club will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by.

The Club expects honesty, loyalty and diligence from its staff.

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the T-Club 6 Committee.

## **Qualifications, Experience and Safety Checks**

The Manager and all staff (including students and volunteers aged 16 and over) and committee members must have obtained an enhanced Disclosure and Barring Service check and must have registered for the DBS update service.

A record of all staff is kept which includes information about staff qualifications, identity checks, vetting processes that have been completed (including the Disclosure and Barring Service certificate, reference number, date obtained and



details of who obtained it) and confirmation of their subscription to the DBS update service.

The Club will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under Section 76 of the Childcare Act 2006. Staff will also be asked to sign a disqualification disclaimer under the Childcare (Disqualification) Regulations 2009.

Anyone who has not received a Disclosure and Barring Service check, but who is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with a child.

Staff suitability is based on evidence from: references; full employment history; qualifications; interviews; identity checks; and other checks where applicable, for example, medical suitability.

The manager should ideally have a full and relevant NVQ Level 3 qualification appropriate to the post, along with training, skills, knowledge and understanding of their role and responsibilities and at least two years' suitable experience.

The manager will ensure that there is at least one staff who has a current paediatric first aid certificate on the premises at all times when children are present. Any staff member who doesn't hold a first aid certificate will be provided with basic 1<sup>st</sup> aid training.

The manager will also ensure that staff have sufficient understanding and use of the English language to ensure the well-being of children in their care as they must be able to summon emergency help, to understand instructions such as those for emergency purposes and instructions for the safety of medicines and food. Staff must also be able to keep records in English and liaise with other agencies in English.

### **Standards of Behaviour**

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the Club's premises (refer to Smoking, Alcohol and Drugs Policy).

No bullying, swearing, harassment or victimisation will be tolerated on the Club's premises. This includes offensive behaviour such as sexist or racist language or harassment.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

### **Staff to Children Ratios**

The Club is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support.

The club will make every effort to maintain a ratio of at least 1:8 as best practice. This ratio includes the children of staff and volunteers. All staff included in the adult: child ratio will be aged 17 years or over. Any person aged under 17 will be supervised at all times by a person who has attained the age of 18.



The manager will ensure that there are always at least two members of staff on duty at the premises at any given time.

The manager will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

### **Confidentiality**

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed in the first instance to the Manager.

(Further details of the Club's confidentiality procedures are set out in the Documentation and Information policy)

### **Absences**

Holidays are not permitted during term time unless authorised by the Manager, giving as much notice as possible.

If staff are unable to attend work due to illness or other medical condition, they must contact the manager prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete a self-certification form for any sickness absence.

For absences of longer than seven days, a doctor's certificate must be submitted.

The manager will keep records of all sick leave, other absences and lateness.