

Staffing Policy

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

- The Club Managers will arrange monthly staff meetings where all staff are able to discuss and contribute in a positive manner. Staff will be encouraged 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 multi-cultural issues 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.

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, through trade unions and other organisations.

The Club will work with staff and their representatives to ensure that all employment legislation and regulations are abided by. In return, 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 Club Managers.

Qualifications, Experience and Safety Checks

- The Leader and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone full Criminal Records Bureau checks.
- 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 regulations made under schedule 9A of the Children's Act 1989. Criminal record checks will be updated every three years.

- Any person who has not received full Criminal Records Bureau checks, but who is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with a child.
- The Leader will have at least an NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a day care setting.

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.
- No bullying, swearing, harassment or victimisation will be tolerated on the Club's premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- 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. In all cases the minimum staffing ratio for children aged 4-7 will be 1:8. For children aged over eight, the Club will make every effort to maintain a ratio of staff to children of at least 1:10.

The Club Managers will ensure that there are always at least three members of staff on duty at the premises at any given time. They will ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, 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 Club Managers.

Absences

- Staff will be entitled to Statutory Holiday Pay in August and any additional holiday agreed in term time would be unpaid.
- If staff are unable to attend work due to illness or other medical condition, they must contact Helen Day prior to the start of the working day (Tel: 01454 619782). 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 Club Managers will keep records of all sick-leave, other absences and lateness.

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