



Essex After School Clubs

# Staffing Policy

## **Staffing**

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

- The Manager will arrange regular staff meetings where all staff are able to discuss 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 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 member of staff should arrange to be contacted on the Club phone.

## ***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 – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time 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 Company Director, and staff receive this information in a staff handbook and contract.

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

The Manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone full Disclosure and Barring Service Checks.

*(EYFS Requirement: 3.10-Registered providers must obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who works directly with children.)*

The Club will not employ staff or volunteers who have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 1989.

No person who has not received Disclosure and Barring Service Checks but who is on the premises (such as a member of staff awaiting clearance) will be left alone with a child.

*(EYFS Requirements: 3.11-Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.)*

## **Code of conduct**

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

Smoking, alcohol or drug use is not allowed on the Club's premises. *(EYFS Requirements 3:56-Providers must not allow smoking in or on the premises when children are present or about to be present.)*

Bullying, swearing, harassment or victimisation will not 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 will lead to disciplinary action.

Staff will be issued with 2 T.Shirts. Staff will be asked to sign for these and are expected to take care of the uniform and ensure that it is worn at all times that they are working at the club.

Staff ID badges are to be worn at all times.

## **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 3-7 will be 1:8. For children aged over eight, the Club will make every effort to maintain a ratio of staff to children of 1:8.

*(EYFS Requirement: 3.28-Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met.)*

The Manager will ensure that there are always at least two members of staff on duty at the premises at any given time. *(EYFS Requirement: 3.40-It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children.)*

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