

## **Staffing**

**Firm Foundations for Children and Adolescents CIC is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.**

### **Selection**

Jobs shall be advertised through open application corresponding to the inclusion policy, equal opportunities, written job description, person specification and formal interview. Criminal checks through the DBS shall be completed before commencing work.

- The Director will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner to the development and quality of the club's provision. These shall be supported through the staff section of the website, which is password protected.
- 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 mobile phones may be left on but must be kept in personal bags or lockers when available. Staff must ask permission to take/make personal calls whilst at work. Such actions must not interfere with their job.
- No member of staff should exceed the legal limit of six hours consecutive work without a break.

### **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 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 Director.

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

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

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

The Director will have at least an NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a childcare/playwork setting.

All staff shall be subject to reference checks and will be inducted before beginning work. Training opportunities shall also be provided

### **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 during working hours or on the Club' 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. The Club will make every effort to maintain a ratio of staff to children of at least 1:10.

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

When children with special educational needs and/or physical disabilities attend extra staffing shall be arranged if deemed necessary.

### **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, other children or in public places where they could be overheard.

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

### **Absences**

Staff are entitled to holidays as detailed in the staff handbook. All holiday has to be agreed with the Director, staff must give as much notice as possible.

If staff are unable to attend work due to illness or another medical condition, they must contact the Director as soon as they are able. 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 Director will keep records of all sick-leave, other absences and lateness.

**The Staffing Policy shall be reviewed annually. It may be necessary for further reviews if the policy is ever brought into question either by an individual or a particular incident.**