

# **NETHER GREEN JUNIOR AFTER SCHOOL CLUB**

## **Employment and staffing policy**

(Including vetting, contingency plans, training and development)

### **Policy Statement**

The Club is committed to using robust recruitment procedures that safeguard children and offer equal opportunity. The procedures set out below will be followed when recruiting staff and volunteers. Those who appoint staff should be aware of safer recruitment practices. All vacant positions will be advertised. Job adverts will include a clear message about the Club's commitment to safeguarding and promoting the welfare of children.

Persons wishing to apply will be sent a job description and are made aware that they must complete CORE safeguarding training before starting at the club officially.

We meet a staffing ratio, in line with the Welfare requirements of the childcare register (non-domestic premises) as well as our insurers. We ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements.

### **Procedures**

#### *Ratios*

To meet this aim, we use the following ratios of adult to children following best practice guidelines. Although the ratio has changed dramatically from 1:8, we feel that not keeping a low ratio would be detrimental to the care and activities we are able to provide/ this is also in agreement with our insurers:

- 1 adult: 8/10 children - dependant on age/stage of children (7 year olds/8+)
- A minimum of two staff/adults are on duty at any one time.
- We hold regular meetings to undertake planning, pass on relevant information and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

#### *Vetting and staff selection*

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing of conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date of issue and DBS number.

#### *Changes to staff*

- We inform Ofsted of any changes in the person/s responsible for managing our setting.

## ***Training and staff development***

### **Policy statement:**

It is Nether Green Junior After School Club policy that appropriate training and development opportunities should be provided for all staff and that they are encouraged to update their knowledge, develop their skills and broaden their experience through a variety of channels. The club recognises that the development of rounded individuals with a broad range of skills and interests brings both individual and organisational benefits and is, therefore, fully committed to providing opportunities for staff to enable them to reach their full potential in their role and supporting career development and progression. The club feel it is important that the staff are equipped with the necessary tools for the smooth running of the club. It is our policy to encourage the training of all staff in all aspects of managing and looking after both parents and children whether it is problem solving or guidance.

The objectives of the policy are:

- a) to improve the performance of staff in their present roles,
- b) to prepare staff for future roles and career development,
- c) to enable staff to adapt to meet the changing requirements of working with children,
- d) to maintain and enhance the quality of service in all areas,
- e) to support, where possible, personal educational development;
- f) to increase job satisfaction.

### **Procedure:**

- The Manager has a level three in Playwork or equivalent and has several years' experience in a senior role, as well as working with children. The deputy holds a Level 3 NVQ/Diploma in Playwork or an equivalent qualification with several years' experience working with children. A minimum of half of our staff hold a Level 2 Certificate in playwork or equivalent or higher than level 2 qualification for best practice. Both Manager and Seniors have advanced safeguarding training. The manager also has safer recruitment training.
- First Aid Training is needed for all qualified staff to be recognised as qualified.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Staff are sent an induction email which contains lots of policy/safeguarding info that is needed before starting employment. All staff are aware of all our policies and how they can be accessed. Staff are sometimes quizzed on these to make sure they are fully understood.
- We provide regular in-service training to all staff - whether paid staff or volunteers. Our setting budget allocates resources to external training. External training will be paid for by the club but the training will occur in staff's own time due to them needed to work during the term, unless absolutely not possible.
- We support the work of our staff by holding regular supervision meetings and Personal Development Reviews. These are every half term, alternating as a group supervision and one-to-ones if possible. More regular meetings will happen when needed i.e. change to routine/personal circumstances.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

### ***Managing staff absences and contingency plans for emergencies***

- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Manager with sufficient notice, so that ratios are not compromised.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.
- We have contingency plans to cover staff absences, as follows:

We have a pool of suitable people (all have current DBS and have gone through recruitment and selection as well as references have been taken up). If the pool could not supply a substitute, we would use a suitable child care supply agency, which had completed thorough recruitment checks. [Protocol education – 0114 252 1970] [Hays recruitment – 0114 272 1470] [Pertemps Sheffield 0114 242 5653]

This policy was adopted at a meeting of	Nethergreen Junior After School Club
Held on	Nov 2022
Date to be reviewed	Nov 2023

Signed on behalf of the Management Committee:

Name of signatory	Tammy Nelson (MANAGER)
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