

## **Recruitment and Employment Policy**

### **Staffing**

Our club is committed to placing the best interest of childrens welfare, care and development at the centre of all staffing matters.

- Vacancies will be advertised at the local Job Centre Plus and on the school notice board. We will also put ads in the school newsletter.
- Interested parties will be given application forms along with job descriptions and health questionnaires.
- All applicants will be short-listed and on their suitability to fulfil the position vacant, employment history, experience, qualifications and medical suitability.
- Due to Equal Opportunities we would only consider ex-offenders or rehabilitated offenders dependant on circumstances and DBS checks.
- All staff are required to submit to a vetting procedure; this will include providing references which will be verified. If references fail to verify applicant's suitability, then the position maybe withdrawn from the applicant and the next suitable candidate will be considered.
- All staff will be subject to the requirements of the North Yorkshire 2015 Safer Recruitment Guidance.
- All staff that are employed within the setting are given a personal file. This will contain their application form, clearance letter, copy of contract, training background and certificates, references and other personal information. The Senior Play Worker will also explain the employment probation period at this point (3 months). This file is

stored in their own section of the personnel drawer, which is kept locked and secure at all times. It is the employee's responsibility to keep their personal file as up to date as possible with any training or other appropriate documents.

- All new staff will be given a copy of the club's policies and procedures (which will include the grievance and disciplinary procedure) to read and understand along with a staff handbook. This will be given to new employees at 'Induction'.
- The Senior Play Worker will arrange regular staff meetings where all staff will be able to discuss and contribute in a positive manner. The Senior Play Worker should encourage staff to contribute to the development and quality of the programme of the clubs planning.
- Members of staff are expected to conduct themselves at all times 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 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 club number.

- The Senior Play Worker will ensure that space is made during the working day for staff to take regular breaks. Ensuring that no member of staff exceeds the legal limit of 6 hours consecutive work without a break.

### **Induction Procedures**

Staff will be given an induction on their first day of employment and during this time the Senior Play Worker will explain the following:

- Fire Safety Procedures
- Site security
- Holiday entitlement and request procedures / sickness absence.
- The clubs policies and procedures including the need for confidentiality.
- Trade union information and outside resources if requested.
- Salary details and reviewing process
- Clarify probation period and discuss review date and panel.

All the club's policies and procedures are updated and reviewed annually. Staff will be made aware of any changes due to new legislation or government guidance.

### **Absences**

Staff should negotiate statutory annual leave with the Senior Play Worker, in all cases giving as much notice as possible.

If staff are unable to attend work due to illness or other medical conditions they must contact the Senior Play Worker prior to the start of their working day.

This contact must be by telephone, leaving an answer phone message if the Senior Play Worker is unavailable. A SMS message will not be adequate or accepted in this case.

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 and have a 'back to work interview' to establish their ability to return to work and receive an update of any changes etc that may have taken place during their absence.

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

The Senior Play Worker will keep records of all sick leave, other absences and lateness.

### **Staff taking Medication / other Substances**

Playworkers must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If Playworkers are taking medication which may affect their ability to care for children, those Playworkers should seek medical advice. The Senior Playworker must ensure that those Playworkers only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, 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 age 4-7 will be 1-8. For children aged 8 and upward the club will also maintain the same ratio.

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

Each new child will be assigned a 'buddy' to help the child become familiar with the setting, feel confident safe and cared for. The 'buddy' will liaise with the Senior Play Worker to ensure a smoother settling in period for the new child attending the club.

## **Confidentiality**

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

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

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 Senior Play Worker.

## **Terms and Conditions**

The club is committed to promoting family, friendly employment practices 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 registered person.

### **Qualifications, experience and safety checks**

The Senior Play Worker and all staff (including volunteers) will be suitably qualified, have relevant experience and have undergone an enhanced bureau check DBS.

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 section 76 of the Children's Act 2006. Enhanced DBS checks will be updated by NYCC on a 10 per cent check.

Anyone who has not received an enhanced DBS check, but who is on the premises (such as a member of staff awaiting registration clearance) will not be able to commence employment.

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

At least half of all staff will hold a full and relevant level 2 qualification (as defined by the Children's Workforce and Development Council CWDC). All staff included in the adult, child ratio will be aged 18 years and above.

The Senior Play Worker will have at least an NVQ level 3 qualification appropriate to the post, along with at least two years experience of working in a childcare setting.

### **Standards of behaviour**

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

No smoking, alcohol or drug use is allowed on the clubs premises at any time.

No bullying, swearing, harassment or victimisation will be tolerated on the club's premises at any time.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated at any time.

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

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**