

ABBOTS HALL OUT OF SCHOOL CLUB

STAFF POLICY

RECRUITMENT

1. All recruitment will be undertaken with an equal opportunities framework.
2. All post will have a clear job description and person specification outlining key duties and skills required.
3. All staff will receive a contract of employment clearly stating terms and conditions of employment with the first month of employment.
4. Post may be advertised openly in the local press or other media sites.
5. All employees are subject to a six-month probationary period.

SUPERVISIONS & TRAINING

1. There will be a clearly defined management structure and staff should be clear regarding to whom they are accountable and to whom they should raise any concern or queries.
2. All staff will receive annual assessments, which will include an assessment of training and development needs. An action plan will then be formed and should be reviewed with the agreed time; staff will also have appraisals every quarter to discuss any concerns or matters arising.

INDUCTION

1. New staff will have an induction period lasting one week to six months within the club setting.
2. It will be the responsibility of the manager to arrange for a suitable induction programme, which covers health and safety and other procedures.

STAFFING OF ACTIVITIES

1. The club will maintain staff to child ratios as outlined in the Children Act 1989 for day care for the under 8s:
**1 staff member to 8 children within each setting,
While maintaining a minimum of 2 staff each session.**
2. When numbers of children reach 20 there, an additional staff member present.
3. During trips out of the club premises the ratios will remain 1 staff member to 5 children, while away from the school grounds.
4. The club manager will be responsible for ensuring that the ratios are maintained at all times

Updated: June 2019