



**Ramsden Hall
Academy**

**Parallel
Learning
Trust**

Residential Staffing Policy

LAST REVIEW NEXT	December 2022	REVIEW PERIOD	3 Years
NEXT REVIEW DATE	December 2025	OWNER	Tara Cordrey
TYPE OF POLICY	School	APPROVAL LEVEL	Headteacher

RESIDENTIAL STAFFING POLICY

Aims

To ensure that pupils and their parents/family/carers are offered high quality residential provision with safe, qualified and experienced staff.

Recruitment - The staffing policy considers the selection of employees who have the skills required to undertake the role as well as qualifications.

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. This list is not exhaustive.
- We are committed to recruiting, appointing and employing staff in accordance with Keeping Children Safe in Education.
- Only applications made on the Trust application form will be accepted.
- The selection for interview process is undertaken by the HR manager and Head of Care
- The candidates qualifications, employment history and experience is used against the Job description and person specification to shortlist candidates.
- Interviews will be carried out by the Head of Care and a senior Care officer, or in her absence a member of SLT
- All interviews to have at least one person who is safer recruitment trained.
- The formal interview includes set questions suggested in the Warner report and role specific questions
- All first stage successful candidates will be invited to visit the residential provision to be interviewed by pupils, complete some scenario questions and spend time with the staff and pupils.
- If the second stage was a success the person may be offered a position subject to an enhanced DBS check, references from all roles working with vulnerable others from leaving school / college and the right to work in the UK.
- It at any stage there are concerns of the candidates ability to fulfil the role the school will stop the process or withdraw the offer.

Training - Staff are employed with, or are trained to, a minimum level that is directed by the National Minimum Standards (NMS) for residential special schools.

- All residential staff are trained to at least level 3 in Caring for Children and Young people or equivalent.

- The Head of Care has a level 3 in caring for children and young people, level 4 in Care, Registered Managers Award and level 7 in Leadership and Management in Health and Social Care.
- Any staff who do not have this qualification before starting will start the qualification course within 3 months of their completing probation and complete within 2 years.
- All staff are expected to complete a number of face to face and on line courses as directed by the Head teacher and Head of Care.
- Residential staff take part in all CPD training and inset days on their agreed work days.
- All new staff undertake induction training for the first two weeks. The first week involves a combination of 1-1 discussions, workbook induction and on line training. The second week includes on line training and shifts where they shadow experienced staff.
- Staff receive half termly supervision, unless within their probation, then it is twice half termly supervision.
- Staff receive a yearly appraisal.

Staffing - We ensure a minimum staffing ratio which is dependent on the pupils individual needs as well as the mix of the pupils on each day. This is supported by us being a choice or 'flexi' boarding provision.

- A minimum of two staff are on duty at any one time.
- Staffing ratio will be no less than 1:5
- The Head of Care is on call throughout the day and night during school term time to offer support, guidance and direction.
- Staff have daily handovers keep staff up to date on all pupils behaviours and concerns
- Weekly academy team meetings keep staff up to date with all school issues
- At least fortnightly residential team meetings take place to discuss safeguarding, planning, individual pupils.
- Weekly calls are made to parents/family/carers to update them on their sons progress or issues.