

# St. Bernard's Extra

## "Before & After" School Club

Victoria Park Avenue, Lea, Preston. PR2 1RP



Tel 01772 728153

Mobile No: 07495018123

Ofsted 119449

### STAFFING & RECRUITMENT POLICY

St. Bernard's Extra is committed to placing the best interests of children's welfare, care & development at the centre of all staffing matters.

The club manager's will arrange monthly staff meetings where all staff are able to discuss & contribute in a positive manner. Staff will be encouraged to contribute to the development & quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm & 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 & safety issues.

#### Terms & Conditions:

The club is committed to promoting family friendly employment practises to help staff balance work & 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 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 & conditions are the responsibility of the board of Directors & LCC HR.

### **Qualifications, Experience & Safety Checks:**

The leader & all staff will be suitable qualified, have relevant experience and have undergone full DSB 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. Any person who has not received full DSB checks but who is on the premises will not be left alone with a child.

The leader will have at least an NVQ Level three qualification appropriate to the post.

### **Standards of Behaviour:**

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

No smoking, alcohol or drug use is allowed on the Club's 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 the children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged 3 -4 will be at least one staff member for every 8 children. At least one member of staff must hold a relevant level 3 qualification and at least half of all other staff must hold a relevant level 2 qualification.

For children 5 & over, the club will make every effort to maintain a ratio of staff to children of at least 1:12