

# MARDEN PLAY SCHEME

## 1: Staffing

The Play Scheme is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- All staff are required to submit to a vetting procedure – this will include providing references which will be verified.
- The manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The manager should encourage staff to contribute to the development and quality of the programme of activities provided.
- 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 mobiles must be switched off and not used during working hours. Any mobiles brought into Play Scheme will be locked away until end of the session. A mobile phone will be available if staff do need to make or receive an emergency call, the person calling them should use the main Play Scheme number. This will be given to all staff prior to the Play Scheme commencing.

### **(1) Terms and Conditions**

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Person.

### **(2) Qualifications, Experience and Safety Checks**

- (a) The manager and all staff will be suitably qualified, have relevant experience and have undergone DBS check.
- (b) The club will not employ staff 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. DBS checks will be updated every three years.
- (c) No one who has not received a DBS check will not be employed until this has been received by the Registered Person and conforms to (2)(b) above.
- (d) Staff suitability is based on evidence from: references; qualifications; interviews; identity checks; and other checks where applicable, for example, medical suitability.
- (e) The manager will have relevant qualifications appropriate to the post.

### **(3) Standards of Behaviour**

- (a) Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- (b) No smoking, alcohol or drug use is allowed on the Play Scheme's premises.
- (c) No bullying, swearing, harassment or victimisation will be tolerated on the Play Scheme's premises.
- (d) Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- (e) All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

### **(4) Staff to Children Ratios**

- (a) The Play Scheme 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. To this end the staffing ratio of one member of staff to every eight children (1:8) will be maintained at all times.
- (b) All staff will be made aware of a new child joining the Play Scheme and will work together to ensure that the child becomes familiar with the setting, feels confident, safe, and cared for. The staff will also build relationships with parents to ensure that the needs of all the children are being met. The Registered Person will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, holidays and sickness.

### **(5) Confidentiality**

- (a) Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.
- (b) Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.
- (c) Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed in the first instance to the manager.

(Further details of the Play Scheme's confidentiality procedures are set out in the Documentation and Information policy)

### **(6) Absences**

- (a) If staff are unable to attend work due to illness or other medical condition, they must contact the manager prior to the start of the working day.
- (b) Staff should indicate why they are unable to attend work and when they expect to return.
- (c) The manager will keep records of all sick-leave, other absences and lateness.