

**Staff Handbook**  
**Detailing Code of conduct in relation to Bayston Hill**  
**After School and Holiday Club**

**Bayston Hill After School and Holiday Club**

Created on 01/01/06 and reviewed annually

Authored By:

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### Code of conduct for staff working at Bayston Hill After School and Holiday Club

Out lining the standards and expectations for all staff, students and volunteers at Bayston Hill After School and Holiday Club; ensuring good practice. Covering the principle areas where concerns are likely to arise and staff awareness is necessary; it is impossible to cover all eventualities. This code is supplementary to the terms and conditions of employment.

Within this document are guidance notes and reasons for disciplinary action and what action will be taken.

- Please see disciplinary policy for more information on how Bayston Hill After School and Holiday Club aims to deal with any complaints regarding any member of staff, including the management. This policy details how disciplinary procedures are carried out and what you should expect.
- Please see grievance procedure which aims to deal with deal with any concerns / issues raised by staff members.

Bayston Hill After School and Holiday Club supports the system of collective bargaining and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and employees. You may contact Angela Jones as Development Officer for Bayston Hill After School and Holiday Club; She is an employee of the early years education child care team (EYECCT) and can be contacted at the Shirehall. ACAS or Trade Unions are also therefore recognised, as a negotiating body.

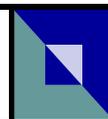
Bayston Hill After School and Holiday Club will work with staff and their representatives to ensure that all employment legislation and regulations - including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations - are abided by.

Employment law also incorporates Equal Opportunities Act, Race Relations Act (1976) and the amendments made in (2000), the Disability Discrimination Act (1995) and the amendments made in (2003), the Equal Pay Act (1970) and the amendments made in (1983) including the Sex Discrimination Act (1975) finally the Employment Rights Act (1996)

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 Tara as the Registered Person.

\* If you are arrested or charged with any criminal offence during your employment, you must report this to Tara Thomas as manager immediately. You may be dismissed depending on the nature of the crime.



### Staff induction

You have been taken on as a play work assistant; you are a new and valued member of our team. Your hours of employment will have been confirmed at our first meeting. You will be on induction/trial for the first 3 months of your employment and will receive a contract at the end of the first month. During this induction period you are expected to read and become familiar with all the policies and procedures related to the statutory requirements and recommendations for the smooth running of Bayston Hill After School and Holiday Club. By the end of the induction Period you are expected to be following these policies and procedures abiding by them in your everyday working practice. If you have any questions regarding your employment, please feel free to ask at any time.

Before your position starts

- You will have already have given me your information on job application, including references
- I will need to see you driving license or passport as proof of identity
- Produce permit to work in UK if not a British Citizen.
- You should have completed an enhanced DBS form for Club or Oakmeadow School.
- You will be given a copy of group policies and this staff handbook (included with your induction letter)

During your first visit:

- You will be introduced to other staff and children and parents/carers as appropriate.
- Be shown around the building, fire exits, toilets, where resources are kept etc.
- The day to day management and running of the club will be explained
- Be supported by staff. You will be supported for your entire induction/trial of 3 months.

Throughout your induction period:

- Practical implications of club policies and how they relate to national standards will be explained.
- Your progress will be reviewed at the end of each month during your induction, to discuss any issues relating to employment and to answer any questions. Targets may be set if appropriate.

By the end of your induction:

- Your DBS should be returned; your continued employment depends on successful and complete DBS check.
- You should have read the club's policies, you are expected to be following these policies and procedures abiding by them in your everyday working practice.
- We will talk about your role in the group, identifying any training needs. In-house training is given as necessary. Outside training will be arranged as necessary.
- You will continue to receive feedback on your role at our monthly meetings, you will receive regular supervision meetings (termly) targets may be set if appropriate.
- You will receive an annual appraisal every January

If at any time before the end of your of induction you are deemed unsuitable, for any reason including those stated above or for non adherence of policies and procedures or the code of conduct for Bayston Hill After School and Holiday Club you will be asked to leave with no notice.

### Notes for students and volunteers

We believe that a placement for a student or volunteer at our Club is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club.

Thank you for becoming a volunteer. You will be a valued member of our team. As a volunteer, you will help to extend our range and variety of activities on offer, which benefits the children.

Volunteers are in addition to staff members and therefore are not included in child/adult ratios. Before you begin, we will discuss and agree which days, you can do, and what your role will be. Out of pocket, expenses will be covered if agreed with the manager Tara Thomas before hand. You will be covered on groups' public liability insurance. If you have, any questions please feel free to ask any time.

Before your position starts:

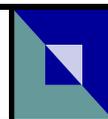
- You need to complete an enhanced DBS, if over 16 and attending on a regular basis
- Hand in some references
- Agree which days and hours you will come in writing
- Students will be encouraged to discuss their individual learning needs with the Manager when they start at the Club and at regular intervals during their placement.
- Students required to conduct child studies beyond the Club's normal activities (i.e. conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

During your first visit:

- You will be introduced to staff and children
- Be shown around the building, fire exits, toilets, where resources are kept etc.
- Given a copy of groups policies, which you should read and begin working to.
- Be supported/supervised by staff
- Students and volunteers will be expected to adopt a professional manner at all times, and work within the Club's existing policies and procedures.

By the time, you have made 10 visits:

- You should have read group policies you will be expected to follow these policies and procedures abiding by them in your everyday practice. (failure to abide by policies may require your place being withdrawn)
- We will talk about your role in the group, identifying any training needs. In-house training will be offered if necessary, if outside training is required and necessary to your continued support we will discuss feasibility of funding.



**Job description** All employees will take part in achieving the following:

1. Work within clubs policies and procedures
2. Ensure children's needs and safety are met at all times
3. Plan for opportunities and nurture spontaneous activities
4. Complete daily check list.
5. Take register
6. Listen to children
7. Keep room clean and tidy
8. Report concerns, faults and damaged items to management (Tara)
9. Liaise with parents
10. Receive training
11. Complete other duties, not listed on request

**Definition of job description**

1. All staff will have a copy of the groups' policies and procedures given to them before they start. They should read them as soon as possible and become familiar with them. Staff should work to these policies and procedures in their everyday working practice session.
2. You need to ensure that children are safe, welcomed, happy, listened to and respected.
3. You are encouraged to contribute to the development and quality of the program of activities provided, your input to plans is valued. However, these plans should not be so restrictive that children cannot come up with spontaneous ideas and of course should always be geared to the individual children in your sessions and what they are interested in.
4. All staff should aware of daily checklist and ensure it is completed.
5. Staff will take register marking / controlling arrival of children. (adhering to arrival of children policy)
6. We are committed to involving and consulting children; 'listening to children' provisions are set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. For children, involvement and consultation helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others.
7. All staff needs to help and encourage children to tidy up any equipment used that day it should be a joint effort! Staff are responsible for general house keeping (washing up, hovering etc when children have left.)
8. It is your responsibility to report any concerns about safety and contribute to risk assessment; about children, as per safeguarding policy. Also to report any damage to equipment or damage/faults in the room to the manager.
9. You should ensure that parents, carers and visitors to the club are greeted and made to feel welcome (see policy on parental involvement)
10. You need to read in-house staff training materials when it is given. Attend any courses the management recommends (unless you have good reason). You may ask for job related training at any time. Training will also be reviewed at your annual appraisal.
11. Should other duties arise you will be expected to complete these tasks as and when requested (unless you have good reason not to, which should be stated at the time)

### Daily checklist

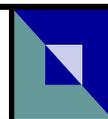
- Set out fresh drinking water (before children arrive)
- Check classroom is ready for use
- Check field for people and rubbish before they go outside
- Take register, follow procedure for non arrival & lost child
- Check all equipment used that day for damage, and put for repair or dispose of
- Check carpets/chairs/tables etc for damage, and report to Tara and caretaker
- Wipe down table with anti-bacterial cleaner before used for snacks
- Clean down messy tables regularly
- Keep a path clear to the exits
- Check toilets regularly for cleanliness, available soap and toilet paper
- Check temperature in fridge is between 0-5 degrees
- Check room temperature is 16 degrees or above, open windows or put heating on as appropriate to regulate temperature.
- Report any accidents, incidents and near miss accidents that happen during the session to Tara and record
- Record observations of children

### Termly checklist

- Empty and clean cupboards and their contents, checking for missing, faulty/broken items, which need to be repaired or replaced
- Check contents of first aid box, order used items and check for dates.
- Have fire drill

### Annual checklist

- Electrical equipment tested every October by Oakmeadow CE Primary & Nursery School
- Policies are updated every January
- Review accident book for reoccurring accidents, raise any issues for discussion every April



### Disciplinary policy

Bayston Hill After School and Holiday Club will maintain a well motivated, highly skilled and professional staff team. Staff should adhere to the policies and procedures relating to the statutory requirements and recommendations to the smooth running of Bayston Hill After School and Holiday Club during their daily working practice at all times. Some of these policies and procedures apply to staffs non-working time, where this is the case it will be stated in the individual policy and procedure. At all times staff are expected to maintain a professional approach in their conduct in relation to pupils in the setting and outside of the setting in non work time.

However, occasionally action will need to be taken to encourage improvement on individual behaviour and performance relating to their working practice or non-adherence of the policies and procedures relating to the statutory requirements and recommendations to the smooth running of Bayston Hill After School and Holiday Club. Issues will be raised generically at monthly meetings or at supervision meetings. If no improvement is made an individual meeting will be arranged with staff member and issues discussed; targets may be set and reviewed to improve practice.

The Club will provide a fair and consistent method of dealing with disciplinary incidents. Our aim is always to support and encourage staff, while promoting good employment relations.

If a member of staff is subject to disciplinary action, fair and consistent procedures will be employed:

The incident will be fully investigated and the facts established.

Investigations will be non-discriminatory and apply equally to all staff irrespective of sex, marital status, sexual preference, race or disability.

At every stage, the member of staff concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed.

Staff will be given the opportunity to state their case, and be accompanied by a colleague or Trade Union representative of their choice, during any part of the disciplinary process.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct (see separate policy later in this staff handbook).

Staff have a right to appeal against any disciplinary action taken against them.

Investigations will be conducted by the Manager, Tara Thomas as the Registered Person in conjunction with relevant outside agencies such as the LADO where applicable.

ACCAS or Angela Jones may be called in for advice as the clubs development worker.

Investigations will be reported to Ofsted within 28 days advising them of any complaints, and what steps have been taken to resolve issues.

In rare cases in may be necessary to involve the police.

The Staff Disciplinary Procedure operates as follows:

If Tara Thomas as manager is unhappy with any aspect of their work the following steps should be taken:

Step 1 Informal discussion (for minor incidents, where the safety of children is not involved.)

The manager, Tara Thomas will take time to talk to the member of staff as soon as possible. To ensure this discussion is confidential it is preferable to hold a meeting at the end of the session, or the next day when no one else is around. At this point, Tara will talk to the member of staff explaining what the problem is and try to resolve the matter (possibly using targets with a time scale for review).

Step 2 Formal verbal warning - If a complaint as been received about a staff member

(for minor incidents, where the immediate safety of children is not involved.)

An investigation will be required to resolve the matter, including a hearing which will be held to discuss concerns/issues raised with the member of staff concerned, at which they may discuss any mitigating circumstances. If it is decided to issue a verbal warning a date will be set at this meeting.

A formal verbal warning will include targets and time frames. When a formal warning has been given by the Manager, the member of staff in question will be given a full explanation for the warning. They will further be informed of their right of appeal. A record of the warning will be kept on the Club's records. This will be disregarded after six months, subject to satisfactory conduct and/or performance.

Ofsted will be advised of all complaints and how they have been resolved with 28 days of the complaint.

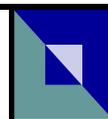
Step 3 written warning—if a complaint has been made about a staff member or issue involves a child's safety or, following a formal verbal warning, there is insufficient improvement in standards, or if a further/similar incident occurs, Tara will hold another hearing which will be held to discuss concerns/issues raised with the member of staff concerned, at which they may discuss any mitigating circumstances; a colleague or trade union representative may be invited as a witness if they wish. Tara will explain what the problem is and determine why the problem has not been resolved (targets will be assessed and renewed). At this point, a written warning will be issued.

This will state the reason for the warning and that, if there is no satisfactory resolution after a further month, a final written warning will be given. A copy of this first written warning will be kept in the Club's records, but will be disregarded after 12 months, subject to satisfactory conduct and/or performance.

Step 4 final written warning (for sufficiently serious allegations of misconduct start here)

If the member of staff's conduct or performance remains consistently unsatisfactory, or if the misconduct is sufficiently serious from the beginning (see list of gross misconduct), an emergency hearing will be held to discuss the continuing concerns/issues raised with the member of staff concerned, at which they may discuss any mitigating circumstances. A final written warning will be given making it clear that any further breach of the standards, or other serious misconduct, may result in the employee's dismissal. A copy of the warning will be kept in the Club's records, but will be disregarded after 24 months, subject to satisfactory conduct and/or performance. The warning will state clearly that dismissal will result from a failure to comply. In certain exceptional circumstances, a member of staff may receive a Final Written Warning that will remain on the Club's records indefinitely. This course of action will follow when a member of staff has only avoided dismissal due to extenuating or mitigating circumstances.

**If allegations of abuse and or Gross Misconduct against a staff member have been made see the following section on 'Allegations against Staff' and what to do.**



### Safeguarding—Allegations against Staff

All staff are advised to minimise time spent alone with children and be aware of the potential risks in doing so (for further details refer to the safeguarding policy).

If a staff member has been accused of abuse or *Gross Misconduct* during work time or personal time; by anyone including: the Manager, child, parent, or member of the public it is the duty of Tara Thomas as manager to deal with the allegation promptly. Avoid un-necessary attention to prevent embarrassment if the allegation is false or unfounded.

If an allegation of abuse or *Gross Misconduct* has been made against a member of staff, the Manager will follow the procedures of the disciplinary policy and procedure in conjunction with the Child Protection policy from step 4.

In all cases of suspected or accused abuse or *Gross misconduct*, while the alleged incident of abuse or gross misconduct is being investigated, the individual concerned is likely to be suspended. This will to avoid continued access to the situation, preventing further actions of misconduct continuing safeguarding the children. During suspension normal pay levels will prevail for 1 month, after which pay will be halved, after six months it will cease. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation and formal hearing. The investigation will require Tara Thomas contacting Angela Jones as development Officer, Ofsted as regulatory body, SSCB's LADO (and or police depending on allegation made). Only with support and advice, gather evidence, statements and arrange meetings and hearings with relevant parties to ensure a fair investigation is carried out.

If the staff member has been found to have committed an act of abuse and or *Gross Misconduct*, they will be dismissed immediately without notice.

If an allegation of abuse is made against the Manager, then another designated member of staff will report the matter directly to Angela Jones (development worker), local SSCB's LADO and Ofsted.

### Appeals

Staff wishing to appeal against a disciplinary decision, must do so in writing and within 15 working days of the decision being communicated. Appeals will be dealt with as quickly as possible and within at least a further 15 days. If possible, the Registered Person, or a senior member of staff who was not involved in the original disciplinary action will hear the appeal and impartially adjudicate the case.

At all stages of the procedure, the right to appeal will be confirmed as part of the warning, suspension or dismissal letter.

Bayston Hill After School and Holiday Club reserve the right to go straight to any stage of the disciplinary procedure if the situation warrants it.

### Gross Misconduct

If, after investigation, it is deemed that a member of staff has committed an act of the following nature, dismissal will be the normal outcome:

- Child abuse (for further details refer to the safeguarding policy).
- Serious infringement of health and safety rules which puts themselves or others at potential risk (for more details refer to the H&S policy and risk ass).
- Assaulting another person
- Persistent bullying, sexual or racial harassment.
- Being unfit for work through alcohol, misuse of prescription drugs or illegal drug use.
- Gross negligence that either causes or might cause injury, loss or damage to persons or property.
- Theft, fraud or deliberate falsification of the Club's documents.
- Deliberate damage to Club or school property.
- Being an unfit person under the terms of the Care Standards Act 2000 or the Children's Act 2005.
- If at any point you are arrested or charged with any criminal offence it should be reported immediately to Tara Thomas as manager of Bayston Hill and Holiday Club, depending on the nature of the crime you may be dismissed. Failure to report incidents will begin a disciplinary action and possibly an investigation

\*This list includes examples only and is by no means exhaustive, but should include the safeguarding of children as paramount and ensure the duty of care bestowed upon Bayston Hill After School and Holiday Club and it's staff members by it's patrons.



### Grievance procedure

We aim to work through any difficulties that arise in your work. This grievance procedure operates when you as a member of staff have a grievance against another member of staff, member of public, management or indeed children.

#### **Step 1— raising a concern**

If a member of staff or volunteer has a concern about another staff/volunteer/member of public, management or indeed a child, they should first discuss the matter with Tara Thomas (manager). We will try to resolve matter ASAP with as little fuss as possible.

If it is the manager you are concerned about and you feel you cannot discuss it with them you may speak to Mandy Pemberton as deputy for safeguarding children. Alternatively contact ACAS for advice, or as mediators.

Contact number: 08457 47 47 47

Address: Acas, Apex House, 3 Embassy Drive, Calthorpe Road, Edgbaston, Birmingham, B15 1TR Tel: 08457 38 37 36  
Alternatively you may contact Ofsted helpline for further advice, on: 0300 123 1231

#### **Step 2— making a complaint**

If the matter is not resolved at the initial meeting and or similar incidents occur you may wish to make a complaint. A meeting should be arranged where a colleague or trade union representative may be present as a witness if required. We will talk about problems, why they have not been resolved or what we can do to resolve them; making sure we understand exactly what the problem is. A written record will be kept of any targets or promises made with dates by which they should be achieved and review dates if necessary. Fiona Purslow who is our development worker or any other team member at the EYECCT at Shirehall on 01743 251000 for further advice. Ofsted will be advised of the complaint within 28 days.

#### **Step 3**

If incident is still not resolved or reoccurs your complaint should be made in writing to Tara Thomas (manager) or Fiona if that is who you spoke to originally. Your grievance will be dealt with ASAP and treated confidentially. ACAS will be called to mediate.

If a member of staff decides to terminate their employment, they must do so in writing (as per contract) preferably stating the reason for wanting to leave. They will be given an exit interview to confirm the reason for leaving and assess if there is anything Bayston Hill After School and Holiday Club can do to alleviate any problem they may be having.

### Whistle Blowing policy

The Public Interest Disclosure Act 1998, which came into force in 1999, essentially provides protection to employees to blow the whistle' on wrong-doing.

While you have been asked under the confidentiality policy not to relate or disclose any information learned as part of the job to any one; this does not prevent you making disclosures that are permitted by the act, which is in place to protect all workers in Great Britain.

In order to be covered by the act, the worker must observe procedures set down and disclose specific categories of malpractice, including:

- Criminal offence
- A failure to comply with a legal obligation
- A miscarriage of justice
- Endangering the health and safety of any individual
- Damaging the environment
- Deliberately concealing information relating to the above

If as an employee you feel any of the above has been committed at Bayston Hill After School and Holiday Club, you should report it to Tara Thomas as manager. It may be a misunderstanding, if an unsatisfactory explanation is given or you feel unable to approach Tara Thomas as manager, you may contact one of the following:

- Fiona Purslow as our Development Worker. She is based at Shirehall and works for the EYECCT. Fiona can give advice on what steps you can take, to report any wrong-doing.
- OFSTED as our Regulatory Body who can be contacted on **0300 123 1231** helpline number. OFSTED address Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. OFSTED website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- ACAS 08457 47 47 47 helpline for employment rights
- Initial Contact Team on 0345 678 9021
- Police on 0300 3333 000

It is expected for you to report any wrong-doing to anyone on above list, however you may use other contacts as specified by law.

So long as these steps are followed your employment is protected by the Public Interest Disclosure Act 1998.



### Conduct in relation to pupils

Staff act in loco parentis in respect of the children in their charge and must act in the role of a reasonably prudent parent; ensuring safety and welfare of children is kept top priority at all times. It is important that all staff and volunteers keep in mind that all interaction with children is appropriate to their age and gender. At all times staff, students and volunteers are expected to conduct themselves in a professional, courteous, helpful, warm and consistent manner. Displaying both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect; creating an environment where no child is bullied or suffers discrimination of any form, by means of staff acting as a role model.

#### All staff and volunteers will not:

- Enter arguments or disagreements between members of staff, children or parents or public in or directly outside the workplace .
- Smoke, or be under the influence of alcohol or drugs while on the Club's premises or school grounds.
- Bully, swear, harass or victimise anyone with a relation to 'Club' or school at any time.
- Behave in an offensive manner, such as sexist or racist language or harassment which will not be tolerated.
- Touch pupils, however casually, in ways or parts of the body that might be considered indecent. (If a child is upset, it is always best practice to ask a child if they *want* comfort, i.e. to put your arm around them)
- Bring in or use materials which are not appropriate to the age and gender of the children. (e.g. play station games/videos and or violent or sexually explicit materials in any form)
- Chat to a child alone when discussing sensitive issues (safeguard position by considering the need for a second adult to be present)
- Promise to keep secrets you can't keep.
- Use corporal punishment, any intentional force as punishment or physical chastisement. (a minimal use of physical intervention or restraint is used only as a last resort to prevent injury or remove risk of harm and if used should be reported)

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

If there is an incident where a member of staff has reason to believe that their actions may be open to misinterpretation, Tara Thomas (the manager of Bayston Hill After School and Holiday Club) should be notified immediately. A written report will be submitted and advice sought from our Development Worker, Angela Jones and Ofsted.

If you are suspected of any inappropriate actions towards anyone who has an association with Bayston Hill After School and Holiday Club, during work time or out of work time, we will follow our disciplinary procedures, you will be suspended until an investigation can be carried out (see policy on allegations made against staff). This may result in dismissal depending on the seriousness of the action, and what can be done to alleviate any distress caused by your actions.

### **Conduct in relation to Bayston Hill After School and Holiday Club**

All staff and volunteers aim to provide quality of care at all times, adhering to the highest of standards. At all times the policies of Bayston Hill After School and Holiday Club will be followed.

At all times all staff and volunteers will:

- Use their initiative while caring for the children and performing their duties; ensuring all policies are adhered too.
- Be flexible about duties listed on job description, you may be asked to do extra jobs, hours etc.
- Never disclose confidential information relating to the management of the club or personal information relating to both staff or children and their families.
- Only use 'Club' camera. Do not take photo's of children on personal cameras or phones; never take photos of children off the premises in any format.
- To keep mobiles in your bags. They may only be used during work breaks outside of the room.
- Check with Tara for suitability if materials for activities in any format are brought in from home.
- Not use any school computer including their internet facility or e-mail unless first reading & adhering to the school ICT policy. Even then, it must not be used for personal reasons.
- Not to have children as friends on social media.
- Avoid conflict of interest between personal and professional activities.
- Not undertake activities unconnected with their professional role during working hours. (Policies relating to leave of absence are listed within this code of conduct document.)
- Inform Tara Thomas / manager of any secondary employment or studies, (adhering to work time directives, which can be opted out of). Permission for study must be sought if this requires time off.
- Inform Tara Thomas / manager of any paid work including: lectures, private tuition, publications, press articles or TV/radio appearances, which may impinge on their normal duties.



### Theft and Stealing

Bayston Hill After School and Holiday Club expects honesty, loyalty and diligence from its staff, volunteers, students, parents / carers and children.

We advise you not to bring in valuables into Bayston Hill After School and Holiday Club. A locker is available for personal items to be stored safely during work times.

If you suspect any of your belongings have been taken during your working time, you should report this to Tara Thomas as soon as you realise. An investigation will follow.

If you are suspected of taking items that do not belong to you without consent, Tara Thomas has the right to search your belongings in your presence and that of a witness. If this is not agreed or items are found, the Police will be called.

### mobile phones

Bayston Hill After School and Holiday Club understands staff may wish to bring their mobile phones to work for emergency calls. It is suggested that they call the landline:

- Phones must be kept in your bag / or in cupboard. They must not be carried around in your pocket.
- Phone calls can be made on your break out of the room and must not hinder your duties in any way. You may be asked to turn off your phone if it is felt your duties are suffering.
- You must never allow a child to use your phone.
- You must not store photographs of children on your mobile.

Failure to abide by these requests will mean a verbal warning.

### Being late for work is unacceptable.

Due to the nature of your job, caring for children, it is important you arrive on time for work. Ofsted require staff ratio is adhered to, including not having a member of staff spending time alone with children. You should ensure you arrive at your workplace with plenty of time to settle yourself in and be ready to work at your designated start time.

- If you suspect you will be late for work, for what ever reason, you should contact Tara or Bayston Hill After School and Holiday Club as soon as you realise and before your designated start time.
- If ever an occasion arose that you were late without contact or good reason, you would receive a verbal warning.
- Please note that if public transport was the reason for being late, you would be advised to catch an earlier bus in the future.

All incidents of lateness for work and other absences will be recorded and kept in your personnel file.

### Unauthorised Absence

All absences should be agreed with Tara Thomas as manager of Bayston Hill After School and Holiday Club. See holiday and illness policies for procedures in reporting absences.

If an employee has not turned up for work and has not contacted Tara Thomas as manager or any other staff member to explain their absence the following steps will be taken:

1. It will not be assumed to be a disciplinary action until a full investigation has been carried out. This includes contacting the employee.
  - Try contact by telephoning their house and mobile, next of kin or any other number we may have. Or visiting their house. If no contact has been made call the local hospitals and police station. As a last resort Write a letter and leave it at their house.
2. If contact is made and a satisfactory explanation is given it will be recorded accordingly in employees file. If explanation is unsatisfactory the disciplinary procedure will be followed.
3. If no contact is made send employee a letter via recorded delivery, asking them to contact Bayston Hill After School and Holiday Club immediately, warning them they are in breach of our absence procedure. Inform them that if no contact is made within 7 days, disciplinary action will be taken.
4. If contact is made and a satisfactory explanation is given it will be recorded accordingly in employees file. If explanation is unsatisfactory the disciplinary procedure will be followed.
5. If no contact was made within seven days. Write to employee again, via recorded delivery inviting them to a disciplinary hearing.
6. If employee turns up to meeting with a satisfactory explanation it will be recorded accordingly in employees file. However they will be reminded of our contact procedure in the case of absence.
7. If employee doesn't turn up to meeting, it should be held in their absence. If all reasonable efforts to contact employee, but without success, the outcome will result in dismissal.



### **Confidentiality is extremely important.**

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

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children in the workplace and never outside of the workplace.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed over to the Manager.

(Full details of the Club's confidentiality procedures are set out in the Hand Book of Policies)

Our confidentiality policy should be adhered to at all times, both in work times and outside work times.

- If you have any cause for concern regarding confidentiality and any member of staff, parent or child it should be reported to Tara / Bayston Hill After School and Holiday Club, who will follow procedures as laid out in the hand book of polices.
- A breach of confidentiality will not be tolerated and if suspected, an investigation will be carried out. You will receive disciplinary action verbal or written depending on the seriousness of the breach and what can be done to alleviate any distress caused by your actions.
- If you feel the need to disclose information about yourself, or something you have discovered, you should talk to Tara Thomas as manager, any disclosures will be treated in accordance with confidentiality policy and safeguarding/child protection policy. You are protected by the Public Interest Disclosure Act 1998 in cases of 'whistle blowing' if you follow procedures set out earlier.
- Bayston Hill After School and Holiday Club, states that even if your employment ends, for what ever reason, you continue to abide by our confidentiality policy as stated in your contract.

### **Clothing and Accessories**

Staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues. It is important to consider the clothes you wear for work; thinking about comfort, ease of washing clothes that may get paint and glue on them and the message you may be giving the children. You must not wear inappropriate clothing as determined by Bayston Hill After School and Holiday Club, which may include the following and more:

- t-shirts, etc with explicit slogans or pictures unsuitable for children
- stiletto shoes/boots
- clothing of a revealing nature
- large hoop earrings

If you arrive wearing inappropriate clothing you will be asked to remove items or get changed, you may be sent home if you can't get changed. If you need to be sent home you will receive a verbal warning and pay will be docked for that session.

### Health and safety at work

Bayston Hill After School and Holiday Club are responsible for actions and omissions all staff, volunteers, parents/carers, visitors and children, ensuring risk assessments are in place. Health and safety is taken extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The Club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

A summary of staffs direct input includes:

1. It is the staff and volunteers responsibility to make themselves familiar with the requirements of the health and safety legislations and codes of practice which are relevant to their job, as stated in the hand book of policies or on the posters displayed within school premises.
2. To adhere to the risk assessments for all activities undertaken at club and actively risk assess and on the job and promote children considering risks for themselves.
2. Reasonable care taken for their own health and safety and for any other persons who may be affected by their acts or omissions at work.
3. Avoid conduct which would put themselves or anyone else at risk.
4. Use protective equipment provided.
5. Not make unauthorised or improper use of any equipment within the setting or while attending outings.
6. All staff and volunteers should take an active interest in promoting health and safety to each other suggesting ways of reducing risks for everyone and support children to actively consider H&S.
7. No staff member will undertake an activity that requires training, without first receiving that training; e.g. preparing food / food hygiene certificate, first aid / first aid certificate.
  - Failure to abide by Bayston Hill After School and Holiday Clubs policies including sections relating to health and safety, will result in a verbal warning
  - Distinct actions knowingly taken against the health and safety policy will result in a written warning and depending on the severity of the actions may result in dismissal.

Any questions or concerns regarding Health and Safety at Bayston Hill After School and Holiday Club should be directed to Tara Thomas the manager; who will seek to resolve any Health and Safety problems.

\* All accidents are reported in the accident book, white file stored in the main cupboard. Some accidents/ incidents will require immediate risk assessment to take place. Others are reviewed to support future risk assessments.



### **Violence at work is not tolerated**

The behaviour management and bullying and harassment policy adheres to everyone, adults and children alike; no one should expect to be bullied or harassed while at Bayston Hill After School and Holiday Club.

: This also relates to the safeguarding policy

As a staff member you are expected to set a good example, following the golden rules yourself.

- No one should be shouted at threatened, humiliated or suffer any physical forms of violence. (Please see behaviour management and anti bullying policy for more information.)
  - If you have any cause for concern regarding bullying or harassment and any member of staff, parent or child it should be reported to Tara / Bayston Hill After School and Holiday Club, who will follow procedures as laid out in the hand book of polices.
1. Violence, bullying and harassment will not be tolerated by Bayston Hill After School and Holiday Club. If you are suspected of any of these actions towards anyone who has an association with Bayston Hill After School and Holiday Club, during work time or out of work time, you will be suspended until and investigation can be carried out. This may result in dismissal depending on the seriousness of the bullying.

If a staff member, student or volunteer feels they are being harassed, bullied or threatened, humiliated; suffering from any physical forms of violence; they should seek support from Tara as manager who will attempt to alleviate any distress they may be suffering as per the grievance policy. Following procedures as laid out in the hand book of polices, where appropriate follow disciplinary procedures.

If the staff member, student or volunteer would rather discuss the matter with someone other than Tara as manager because she is the one displaying unacceptable behaviour, they should seek support from another staff member, their trade union rep, or ACAS on 08457 47 47 47 for advice.

The grievance procedure will be followed.

### **Equal opportunities is paramount in all walks of life**

It is most especially important when dealing with children to ensure appropriate care is given. You are required to adhere to the Equal opportunity policy relating to Bayston Hill After School and Holiday Club, which caters for adults and children alike. All staff should promote equality of opportunity and anti-discriminatory practice for all children. The management will promote equality of opportunity and anti-discriminatory practice for all staff and potential staff.

- If you are suspected of discriminating against any individual or group in society, you would be called into a meeting, after gathering any witness statements to discuss any implications.
- If you were found to be discriminating against any individual or group in society, you would be issued a written warning. We would have to discuss what could be done to alleviate any distress caused by your actions.
- If you have any cause for concern regarding the equal opportunity policy and any member of staff, parent or child it should be reported to Tara / Bayston Hill After School and Holiday Club, who will follow procedures as laid out in the hand book of polices.

Equality of Opportunity obviously also relates to the:

- Sex Discrimination Act '75
- Race Relation Act '76
- Disability Discrimination Act '95

And

- Religion or belief regulation 2003
- Sexual orientation regulation 2003

If you feel you have been discriminated against in any way, by another member of staff, volunteer, student, parent/carers or children you should advise Tara Thomas as manager or your trade union rep.

You may contact ACAS on 08457 47 47 47 for advice.

The grievance procedure will be followed.



### Staff Development and Training

Staff are our Club's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

The Club recognises that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, well-trained and motivated staff, means they are better able to meet the diverse and complex needs of children within its local community.

Bayston Hill After School and Holiday Club are committed to providing training for staff through:  
A full induction process.

A regular system of supervision and appraisals. Termly supervision and Annual appraisals identify current knowledge, skills, areas for future development and potential training needs. A copy of your appraisal will be kept in your personnel file.

An up to date record of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of club and the National Standards.

Specific training courses in First Aid, Food Hygiene, Safeguarding/Child Protection and Health and Safety are obligatory and staff members must always attend such courses when requested. It is the Manager's responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfill the Club's legal responsibilities.

- You must attend courses and in-house training which would update or increase your knowledge base when invited to do so at a mutually agreed day and time.
- 1. You must have good reason not to attend.
- 2. If you do not wish to attend a course that you have been invited to attend by Bayston Hill After School and Holiday Club, you are asked to state in writing the exact reason for not wishing to attend.
- 3. Most courses have cancellation fees, if you do not attend or cancel a course once you have agreed to attend these costs will be deducted from your next salary, unless it is agreed you have good reason, as per contract.
- 4. If Bayston Hill After School and Holiday Club deems it necessary for you to attend a course you have declined in the past you will be asked to attend the next available course.
- 5. Failure to keep up to date with current knowledge within child care and attend courses which you have been invited to attend will result in a verbal warning.

- Training costs will be covered by Bayston Hill After School and Holiday Club, only if we have asked you to attend the training or we have pre-agreed for training to take place.
- How-ever as per contract, where training costs exceed £100, if you leave our employment within:
  1. 3 months of receiving training, we will deduct 75% of the costs from your final salary.
  2. 6 months of receiving training, we will deduct 50% of the costs from your final salary.
  3. 9 months of receiving training, we will deduct 25% of the costs from your final salaryafter 12 months the costs will be cancelled.

In cases where an employee leaves once training as been booked but before training commences, the full cost of the training will be deducted from their final salary.

Support will be given to help staff overcome any barriers to accessing training



### Personal health and wellbeing

You are required to remain capable of caring for children, both mentally and physically:

**If you or any of your dependants become ill and you are required to take time off work, you should make contact either the evening before or at the latest before 8.30am on the morning of the day you will be off; stating the reason for absence. You should then call by 5.30pm the same day to advise us about your availability for the next day, everyday until you return. You should attempt to estimate the length of time you expect to remain away from work. If you have advised us that you will be off for a fixed period you should call the by 5.30pm the evening before your estimated return to confirm your return to work.**

- If you are a casual worker or volunteer expecting to work but you become ill you should still make contact to ensure ratios are met. You will not be paid for any time of sickness.
- You will not be paid for time taken off for looking after dependants.
- You will be required to fill in a self certification on return to work if you were of sick yourself.
- Weekends count as sick days.
- The first three days of time taken of ill will not be paid for.
- After three days you will receive statutory sick pay, if you are entitled to it.
- If you have an accident due to participation in a sport as a profession or absence arises from or is attributable to employees own misconduct advice will be sought and statutory sick pay may not be paid.
- For absences longer than seven days, a doctor's certificate must be submitted.
- If you expect to remain off work with a long term illness, you are expected to receive a medical exam. After which you must keep Bayston Hill After School and Holiday Club up to date with any implications your illness may have on your ability to remain capable of caring for children.
- If you are given prescription drugs you should ask your doctor if the will affect your job. If the answer is yes you will need to take time off work.
- If you have been prescribed anti-depressants, Bayston Hill After School and Holiday Club ask that you advise us, so that we can discuss any implication to your role, and draw up a risk assessment if necessary.
- If during your employment you become ill, or become aware of an illness that may affect your ability to remain capable of caring for children, you should report this to Bayston Hill After School and Holiday

Club immediately. We will discuss the implications of this and what we can do to help or alleviate any difficulties which may arise from your illness. This will include completing a risk assessment, monitoring and determining the suitability of you remaining with Bayston Hill After School and Holiday Club, considering the safety of both yourself and the children.

- If during your employment Bayston Hill After School and Holiday Club, notices a deterioration of your mental or physical health which could undermine your capability of caring for children, you will be invited to a meeting where you will be asked if there are any problems you would like to discuss. We will ask what we can do to help or alleviate any difficulties. This may include monitoring and determining the suitability of you remaining with Bayston Hill After School and Holiday Club, considering the safety of both yourself and the children.
- Your ability to perform your duties at Bayston Hill After School and Holiday Club will deteriorate if you misuse alcohol, and drugs (prescription and non-prescription). If you are found to be misusing any such substance you will be sent home immediately. A meeting will be arranged to discuss your ability to continue working. The disciplinary procedure will be followed.
- While you're taking time off work ill, you should be convalescing. If you're found partaking in any action or activity that would suggest you're not convalescing, you will forfeit the right to statutory sick pay in respect of that period of absence, you will also be given a written warning.

If employment is to be terminated by reason of permanent ill health or infirmity, you will be advised by letter of a meeting which will be held to discuss implications of your illness. Advice will be sought from your doctor; we will follow the long term sickness procedures as laid out in legislation, adhering to Employment Rights (1996) and Disciplinary Discrimination Act (1995). The employee will receive the period of notice provided by his/her contract of service.

A record of all sick-leave, other absences and lateness will be kept on file.

You will be expected to complete a health declaration annually to confirm your wellness to work in order to safeguard yourself and the children you care for.



### Holidays

Bayston Hill After School and Holiday club is open 48 weeks of the year, dates for closure weeks are issued in January. Our holiday year will run from January to December.

Employees are entitled to 5.6 weeks holiday pay per year (Jan -Dec) pro-rata (based on their contracted hours) this includes Bank Holidays which will be paid during our closed weeks.

The manager, Tara Thomas asks that you take your holiday during our closure weeks.

We would rather you did not take time off for holidays outside of the closure weeks. However if you do wish to book a holiday outside of these closure weeks, you will need to fill in a holiday form. Please note you will not be paid for this time off. Notice for holiday time is double the amount of time you are taking, i.e. two weeks requires a 4 week notice.

- Failure to fill in a form or give sufficient notice will result in a verbal warning.
- Failure to give any notice will result in a written warning

Parents with children under 5 years are entitled parental leave (unpaid). If you do wish to book time off for parental leave outside of these closure weeks, you will need to fill in a holiday form. Notice for parental leave is double the amount of time you are taking, i.e. two weeks requires a 4 week notice.

- Failure to fill in a form or give sufficient notice will result in a verbal warning.
- Failure to give any notice will result in a written warning

### Other absences

In all cases we may ask to see appointment cards etc.

#### **With pay**

Hospital appointment	1 day
Taking a close relative to hospital	$\frac{1}{2}$ day
Driving test (one occasion only)	$\frac{1}{2}$ day
Appointments to doctor or dentist, for self or child	Up to $\frac{1}{2}$ day if appointment cannot be made in non working time

#### **Without pay**

Visit to solicitor

Court witness (to be reclaimed)

Jury service (to be reclaimed)

Taking a friend to hospital

Car breakdown

Moving house

Severe weather (except in agreed exceptional circumstances)



**Maternity / Paternity leave**

As soon as a female employee becomes aware of pregnancy they should advice Bayston Hill After School and Holiday Club, with expected dates. At this point you will be entitled to all the benefits that are currently afforded within legislation. (current legislation as available on HSE website will be checked immediately by Tara Thomas, manager) regular meetings will be held to discuss continuing support.

A risk assessment will be carried out to ensure your health throughout your pregnancy.

Male employees need to advice Bayston Hill After School and Holiday Club of their partners' pregnancy as soon as possible, with expected dates.

Maternity / Paternity leave will be awarded as legislation lays out and will be discussed in the lead up to leave.

Returning to work will also be part of the discussions leading up to leave.

**Compassionate leave**

Death or serious illness of close relative	Should be discussed with Tara. Up to 3 days with pay, including day for funeral.
Protracted illness of Immediate relative	Should be discussed with Tara.
Funeral of close friend or colleague	Normally $\frac{1}{2}$ day with pay or up to one day if traveling is involved

NB the term 'close' and 'immediate' relative are normally taken to include the mother, father, sister, brother, husband, wife, son or daughter of the employee. Time off may also be granted in case of a mother-in-law or father-in-law but in these cases particularly, the time off would depend on whether there were any other direct relatives to handle funeral arrangements and would be restricted to the amount of time required to attend the funeral and make appropriate arrangements.



### Pay

Bayston Hill After School and Holiday Club adheres to your Terms and Conditions of contract of Employment with relation to your pay. We also agree to pay at least minimum wage (which goes up every October)

For casual workers, we will adhere to your written agreement.

- Equal pay for equal job, pay will only differ because of:
  1. Age
  2. Qualifications
  3. Length of service
- Your hours, rate of pay and frequency and method of payment will be discussed at your first meeting; this will be written on your Terms and Conditions of contract of Employment, or written agreement.
- Rates of pay will be discussed every January during your annual appraisal and we will take into consideration any increase to minimum wage.
- Any deductions made for tax and national insurance will be made before wages are given.
- You will receive a wage slip detailing pay and deductions with your wages.
- You will be paid for your contracted hours as per Terms and Conditions of contract of Employment, any additional hours worked will be paid at the same rate of pay.
- Workers with no contracted hours will be paid for hours worked as stated in written agreement.
- Please see notes on holidays, sickness and absence from work for any reasons why you may have deductions or no pay for a period of contracted hours, which have not worked.

### Statutory Work Breaks

During a term time session of 3 hours there will be no breaks; except for toilet breaks.

Bayston Hill After School and Holiday Club are aware that during our holiday sessions of 9 hours you would be entitled to a statutory break. However due to the need for continuity of care for the children which cannot be interrupted, special circumstances allow flexibility to adapt these arrangements.

- We ask that you take your 2 x 10 min coffee and 20 min lunch break with the children, as paid time.

As part of a collective agreement which has been made there will be no compensatory rest breaks.

Workers under 18 are not allowed to opt out of statutory breaks.

(Statutory breaks are unpaid time)

### Pensions

As Bayston Hill After School and Holiday Club do not have more than 5 employees we are exempt from providing our employees access to a stakeholder pension.

However we do advise that you consider taking out a private pension as a source of income in your retirement.

### Termination of employment

Bayston Hill After School and Holiday club will not terminate employment without good reason if policies and code of conduct relating to Bayston Hill After School and Holiday club are adhered to and the Terms and Conditions of Contract are abided by, employment will continue until retirement; unless there is a shortage of work.

If the policies and code of conduct relating to Bayston Hill After School and Holiday club are not adhered to and the Terms and Conditions of Contract are not abided by Tara Thomas manager of Bayston Hill After School and Holiday club will follow the procedures as laid out in this document and those within the policies including the disciplinary policy and grievance procedure. If termination of employment is undertaken after following these policies and procedures it will be followed as laid out in the Terms and Conditions of Contract.

\*if at any point during your employment you are arrested or charged with any criminal offence it should be reported immediately to Tara Thomas as manager of Bayston Hill After School and Holiday club. Depending on the nature of the crime you may be dismissed. You are required to sign an annual criminal declaration form to confirm this.

If during induction or continued employment Tara Thomas as manager feels an employee is not working within policies or does not really comply with the ethos of our setting, a meeting will be held; reasons stated and agreed, following the disciplinary procedure where appropriate, the reasons will be stated in your termination of employment/contract letter. If a conflict of interest is apparent 'garden leave' will be offered. Where you will be asked to collect your belongings and leave, your notice will be paid.

Likewise, if an employee felt unhappy within their role as play worker, a meeting will be held; reasons stated and agreed, which should be stated in your termination of employment/contract letter.

In certain cases of suspension, which leads to termination of employment via the disciplinary procedure, notice will be given in a hearing meeting. Reasons for this will have been clearly discussed with you and agreed, they will be stated in your termination of employment letter.

If at any point during your employment, changes to your employment or termination of employment you are unhappy, we ask you to call a meeting, where we will follow the grievance procedure. We ask that you continue to follow the confidentiality policy throughout.

If you as an employee or volunteer wish to leave Bayston Hill After School and Holiday Club, we ask you to hold a meeting/exit interview with Tara Thomas as manager.

- You will be asked why you want to leave.
- If there is anything that can be done to change your mind.
- If you require any assistance to remain at work, i.e. change to hours, time off etc.

If you still wish to terminate your employment you should do so in writing, preferably stating the reasons for leaving. Notice should start from the time you hand in your letter.

## Data Handling

### **Secure storage, handling, use, retention and disposal of disclosures and disclosure information.**

As an organisation using the DBS to help assess the suitability of the applicants for positions of trust, Bayston Hill After School and Holiday Club complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with the obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal and disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and access**

Disclosure information should be kept securely, in lockable, non-portable. Storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Note:**

When required by statutory duty to retain disclosures for inspection purposes, the disclosure will be destroyed immediately following the inspection.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in the very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep a photocopy or representation of the contents of a disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **Safeguarding Children, Safer Recruitment and Retention Policy and Procedure**

### **Statement of intent**

Bayston Hill After School and Holiday Club recognises that recruiting and retaining the right staff is at the heart of improving Outcomes for children. We use robust safer recruitment practices to ensure we promote safeguarding and welfare of children. We aim to create and maintain a skilled, balanced, conscientious and committed team that reflects the diversity of the people we serve.

### **Responsibilities of the Employer**

It is an offence under Section 76 of the Childcare Act 2006 to employ someone who is disqualified from working with children.

Section 39 of the Childcare Act 2006 places a legal duty to ensure that adults looking after children or having unsupervised access to them are suitable to do so and have appropriate qualifications, training, skills and knowledge.

We endeavour to meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006.

### **Procedures Recruitment - preparation**

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Criminal Records Bureau. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

We prepare a recruitment pack including a statement of our commitment to safeguarding children and equality of opportunities. The pack includes a job description, person specification and application form.

### **Recruitment advertising**

Our job advertisements always include a statement that the post is exempt from the Rehabilitation of Offenders Act 1974 and that a DBS will be required for the successful candidate. The advertisements state that our setting has a commitment to a culture of safeguarding children and to promoting equality of opportunity for all. We encourage applications from under-represented groups in the community.

We believe that it is important to use deterrents during the advertising process; therefore we include a safeguarding statement in our advertisement and a copy of our Safeguarding Children policy in the recruitment pack.

### **Dealing with applications**

Incomplete application forms will be rejected.

We assess applicants against job criteria i.e. the job description and the person specification, and we use a short-listing grid for each applicant, which we keep for at least a year, to decide which applicants will be interviewed.

Any relevant qualifications will be checked on the Department for Education qualification database to determine if the applicant meets the requirements of the post.

Applicants are judged entirely on their suitability for the post rather than their age, disability, gender, gender identity, race, religion or belief, or sexual orientation.

Gaps in employment history will be highlighted and explored at interview.

We inform short listed applicants of the interview process and the date, time and venue.

Applications will be checked for information about previous convictions which may prevent the employment of individual candidates.

### Identity checks and references

We ask all short-listed candidates to bring appropriate original identity documents such as passport, driving licence, national insurance number, and proof of address which is not less than 3 months old, to their interview.

We ask all candidates to bring their original qualification certificates with them as well.

We are legally required to ensure that the successful candidate is eligible to work in the UK. Foreign nationals must have appropriate asylum and immigration checks before being offered employment.

At least two written references will be sought, one of which must be from the most recent employer. Open or agreed references (which may be part of a compromise agreement) will not be accepted.

We will request the references directly from the referees in writing. The job description and person specification will be sent to the referees, requesting confirmation that the candidate is suitable for the post.

Email references will be accepted as long as these are from a recognised email e.g. a pre-school or school.

If references have not been received after two weeks another request will be made to the referee.

All references will be scrutinised before an appointment is confirmed and before the candidate begins their employment ; not to do so potentially puts children at risk (*refer to Safeguarding children policy*)

### Interview process

Interview team will be aware of their roles and of their legal obligations with reference to relevant legislation e.g. Disability Discrimination Act. Interviewers will be made aware that notes made during interviews must be objective as candidates may ask for copies through a request under the Freedom of Information Act.

They will be well acquainted with the applications, and the roles and responsibilities of the job on offer. Ideally at least one member of the interview panel will have attended 'Safer Recruitment' training.

The task and/or questions will be designed to reveal candidates' attitude towards children & young people and their ability to support the setting's agenda for safeguarding and promoting the welfare of children. Hypothetical questions will be avoided and there will always be a question to test the candidates' knowledge of child protection.

Probing interview questions will be used to assess skills and knowledge, but also to explore attitudes and motives for working with children.

We will use an assessment grid for the task-based part of the interview and a question grid for the formal interview to ensure that all candidates are asked the same questions.

Incomplete answers will prompt further questioning. However, any gaps in employment or other areas of concerns on the application will be explored at interview.

### DBS and other checks

It is an offence under Section 76 of the Childcare act 2006 to employ someone for childcare provision who is disqualified from working with vulnerable groups of people, including children and young people. This refers to staff, students, committee members and other volunteers in the provision. Therefore all staff will require a DBS, which may be for Oakmeadow School as it is on the same site.

Existing staff and volunteers must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their continued suitability to work with children (whether received before or during their employment at the setting).

Adults will not have unsupervised access to children unless an Enhanced Disclosure has been returned and is clear of any convictions.

The DBS request will include a Barred List check and the following information: reference number, date of issue and the name of the counter-signatory, will be recorded in the staff file and kept securely in the setting. Disclosures are handled in accordance with the DBS's Code of Practice.

If the DBS check reveals any convictions, cautions or police information we would seek guidance from

Ofsted's helpline on 0300-123-1231 and/or the Local Authority Designated Officer **without** revealing the identity of the candidate.

DBS checks cannot be relied upon solely to ensure that the successful candidate is suitable to work with children, so we believe it is important to use other evidence such as Health Declarations (including existing conditions and known allergies and any medication needs), ID checks and written references as well.

### **Job descriptions, contracts and records**

All staff and volunteers are given job descriptions on their first day, which accurately set out their roles and responsibilities. These job descriptions are reviewed annually through the appraisal process, and updated if necessary.

All job descriptions are formulated in line with the Equality of Opportunities policy and accurately reflect the requirements of the job, including the responsibility to safeguard and promote the welfare of children.

All employees are given two copies of their terms and conditions (i.e. contracts) to sign within two months of starting work and one copy is returned to and kept by the employer. These are rewritten if there is a change in staff responsibilities, line management, hours of work, rates of pay or any other condition within.

Information about a new employee's probationary period is included within the terms and conditions of employment.

We have a clear, written salary scale which recognises both experience and qualifications.

All records relating to staff, students and volunteers are kept securely at the setting and are current and accessible.

Records will be retained for a specified time then disposed of appropriately.

### **Induction**

We provide staff induction training for all new staff, students and volunteers in the first six months of employment.

An induction development plan is drawn up and monitored by the new staff member's line manager over the first six months to provide the essential knowledge and skills that workers need in their job role and setting.

New employees' performance will be monitored against their job description, and any identified training needs and other specific issues will be addressed well before the end of the probationary period. This period can be extended if necessary.

The initial part of the induction includes the Safeguarding Children Child Protection policy; whistle blowing policy; safe working practice; the Health and Safety policies, including the emergency evacuation procedures, the Equality policy, and a guided tour of the premises.

Induction is linked to the Induction Standards which are based on the Common Core of Skills and Knowledge for the Children's Workforce. These set out what new staff should know and be able to do within the first six months of starting work.

### **Appraisals and supervision**

We ensure that all staff have access to regular supervision meetings and appraisals.

Line managers will supervise the work of staff on a day-to-day basis so that staff are able to work as effectively as possible.

Formal supervision meetings with a line manager will give staff an opportunity to discuss sensitive issues confidentially, and to identify training needs.

Supervision will provide staff with the opportunities to:

- Discuss any issues, particularly concerning children's development or well-being;

- Identify solutions to address issues as they arise and

- Receive coaching to improve their personal effectiveness.

In addition to formal and informal supervision, all staff will have an annual appraisal. This will cover feedback

from both the employee and employer on performance, and identify targets and training needs for the forthcoming year.

Information from appraisals is fed into the Continuing Professional Development Plan for the setting.

### **Training**

We recognise that we have a responsibility to monitor training needs of staff and to facilitate their access to appropriate training. Therefore, our setting has a budget to enable staff to access training.

If staff attend training during the opening hours of the setting, we ensure that there are adequate staff to maintain adult:child ratios, and to meet the minimum qualification requirements as stated in the Welfare Requirements - Suitable People. In small settings with only two staff present the law requires that one member of staff must be qualified to at least level 3 and the other member of staff must be qualified to at least level 2.

Records of attendance on training attended will be kept by the setting leader and stored securely in the setting.

Staff will be responsible for keeping their own portfolios up-to-date, and the portfolios should include qualification certificates and certificates from training attended.

Staff who have attended training will have an opportunity to disseminate training to the rest of the staff team. They will be expected to determine how the training will impact on practice and on outcomes for children.

We will endeavour to support staff to improve their qualification levels wherever possible. For staff without a relevant qualification, we will consider supporting them to obtain a relevant level 2 qualification.

### **Disciplinary and Grievance Procedure**

Our disciplinary procedure is in line with current employment legislation and is designed to encourage employees to reach the highest standards of conduct and to be fair and effective when dealing with disciplinary matters.

Our grievance procedure is in line with current employment legislation and we aim to settle grievances quickly and fairly.

### **Volunteers and Students**

All volunteers are vetted to ensure their suitability to be in contact with the setting and an Enhanced DBS will be required.

All volunteers and students are made aware of our confidentiality and safeguarding children procedures before they start.

All volunteers and students are made to feel welcome and are not given duties which members of staff would not be happy to perform.

We welcome students as they often bring new ideas from their learning to the setting. However, we always meet with students before they start to verify documentation and ensure they understand the ethos of the setting.

Students are never left unsupervised with children as they are not included in the child:adult ratios; unless they are aged 17 and over, on a long term placement and suitably qualified to be counted.

We always assign a named mentor to each student to ensure they gain as much as possible from their placement.