

STAFFING

INCLUDING:

- **THE ROLE OF THE KEY WORKER**
- **PLANNING**
- **STAFF TRAINING AND DEVELOPMENT**

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

STAFF RATIO'S:

Children aged 4 years and over but under 8 years – 1:10

Children aged 8 years and over – 1:15

No member of staff will ever be alone with a child/ren. Therefore no member of the team will leave an area without getting another member to replace them.

Roundabout always maintains one adult to four children when taking the children off the school premises, this is regardless of age (there may be times when the adult to child ratio needs to be less than 1-4. This will be decided by the Manager/Deputy Manager and in partnership with the committee). Whilst moving from one area to another, staff will be aware of the number of children in their care and check that they have all arrived safely.

- **Outside play & Wild area**

Whilst children are playing in the Wild area, at least two members of staff will be there with them. An additional member of the team will be assigned to observe the children and keep a check on which children they have playing outside.

COMMUNICATION:

Each term the Deputy Manager / Manager will hold mini meetings with each member of the team. They will discuss any concerns or ideas the team member has including all their planned activities for the following month. These activities will be based on their own observations, discussions with their group of children and any discussions from Team Meeting. All Key Workers will be encouraged to provide activities to help with their children's development but at the same time considering other children at the club. Through these discussions we will be able to provide a programme of activities and ensure they meet all the children's requirements.

The Manager / Deputy Manager will facilitate weekly team meetings where all members of the team will be able to discuss and contribute in a positive manner. We will discuss any concerns of the team, check our weekly planning and discuss activities and any other issues. The Manager / Deputy Manager will encourage everyone to share their views and ideas to help the club moving forward. Any member of the team that has been on a training course will be given time at team meetings to share their new knowledge with the rest of our team. The minutes of the meeting will be recorded by the Deputy Manager and a copy will be placed inside the kitchen cupboard the following day.

All staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner and are expected to display both knowledge and understanding of Multi-cultural issues and have 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 and personal mobiles phones must be switched off and placed in lockers (See our Confidentiality Policy). If a member of the team does need to receive an emergency call, the person calling them should use the main Club number.

On Inset days, the Manager will ensure that time is made available during the working day for staff to take regular breaks, in line with the employment law.

TERMS AND CONDITIONS:

We are committed to promoting family friendly employment practices to help staff balance work and family commitments. The Club will make every effort to be flexible with staff and to promote harmonious working relations. The Club will work with staff 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 and conditions, are the responsibility of the Management Committee. New members of staff will be taken on for a probationary period.

QUALIFICATIONS, EXPERIENCE AND SAFETY CHECKS:

The Manager / Deputy Manager will be suitably qualified and/or have relevant experience. All other members of the team (including students and volunteers) will be encouraged to reach a minimum of level 2 in a Play work qualification. Every member of staff will have undergone a DBS check.

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 DBS check applied for by the club, who could be in contact with the children (such as a member of staff awaiting registration clearance, visitor or bus driver etc.), will never be left alone with a child or children. The Manager and Deputy

will have experience of working in a supervisory position with children. All other members of the team will be encouraged to obtain at least Safeguarding, First-aid, Food Hygiene and up to level two child care qualification, preferably in Playwork.

STANDARDS OF BEHAVIOUR:

Under no circumstances should any arguments or disagreements between members of the team occur in the presence of children or parents/carers. The Manager will make time for all disputes to be resolved.

- No smoking, alcohol or drug use is allowed on the school's premises.
- Bullying, swearing, harassment or victimisation will NOT be tolerated.
- Offensive behaviour, sexist or racist language will not be tolerated.

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

SHORTAGE OF STAFF:

If the adult to child ratio can't be maintained, especially for the under eights, then the Chair Person of the Management Committee will be notified followed by all parents/carers to ask them to collect their child as soon as possible. The area used for play, may have to be reduced to allow adequate supervision. Whilst waiting, staff will reassess their activities, to help keep all the children interested and involved. This will avoid boredom, and minimise bad behaviour which could occupy staff time.

CONFIDENTIALITY: See our Confidentiality policy.

ABSENCES:

Staff can take one week's holiday per school year, without pay, during term time. They will discuss and agree this with the Manager / Deputy Manager, prior to making bookings, in all cases, as soon as possible. If staff are unable to attend work, they must contact the Deputy Manager / Manager as early as possible, to enable alternative arrangements to be made. Staff must indicate why they are unable to attend work and when they expect to return but must phone each day to keep the management informed, unless informed otherwise.

On returning to work, the member of staff and the Deputy Manager / Manager will discuss their absence and where necessary the staff member will complete a self-certification form for sickness which covers up to seven days. For absences of longer than seven days, a medical certificate must be submitted. The Deputy Manager / Manager will keep records of all sick-leave, other absences and lateness.

PAY:

Each member of the team will sign in and out. This is required in case of fire, pay etc. Staff will be paid according to our pay scale. Everyone will be paid monthly; this will be paid directly into their bank account by the last working day of the month.

THE ROLE OF THE KEY WORKER:

Each member of staff will be responsible for a small number of children who will all be in the same school year. This person will have the special responsibility for making the children feel safe, reassured and building up a relationship with each child. They will get to know their likes, dislikes, their family, pets and about the child's school life.

It will be their responsibility to:

- Respond sensitively to their feelings and behaviour.
- Chat with the parents/carers and build up a relationship with them.
- Discover what the child would like to do at the club, either that evening or for future planning.
- Help the Manager plan to meet each child's needs and respond to their ideas.

The Key Worker will sit with their group of children whilst they are having their drink and snack when they first arrive at Roundabout, after school. The Key Worker will chat with the children and will develop a close bond with each child. They will help all new children become familiar with our setting and help them feel safe and settled. If a child is worried or upset they may go to any member of staff, it is not compulsory that they find their Key Worker.

The Key Worker will carry out an observation on each of their children at least once every two weeks, to keep in line with the framework for the EYFS. For children in the Early Start Unit, Yr 1 and Yr 2 their Key Worker will be aware of the EYFS standards, whilst completing their observations. These observations will help us to understand the experience, learning and development of the child whilst at the club and will help with planning forthcoming activities.

PLANNING:

The Playworkers plan activities, their children would enjoy and will have helped plan, but will also consider:

- Aware of which children will be attending that session.
- Play needs of individual children attending.
- Follow the club's policies & procedures.
- Stretch each child's mind, imagination and ability.
- Boost confidence and self esteem

After a member of staff has planned their activity, they will then consider how they can simplify it for the younger children and make it more intricate and interesting for the older or more advanced child.

Staff will encourage participating children to complete a simple evaluation sheet and to write a small statement. They will take photos of their activities and then create a page for our scrapbook with the pictures, evaluations and statements. If anyone has had any difficulties /achievements, then these will be discussed at our weekly team meetings to enable us to gain knowledge from each other's experiences.

PLANNING FOR THE WHOLE CLUB:

Each month, the Deputy Manager will have a mini meeting with each member of staff. They will discuss any problems or ideas and their activities, how they will adapt them and any resources they will require. Each week a team meeting is held where staff can discuss any issues arising. Any team member that has witnessed an incident/accident or feels a child may have concerns; will speak to the Manager or Deputy Manager straight away.

STAFF TRAINING & DEVELOPMENT:

Our 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 current roles both efficiently and effectively, and also move towards their career objectives.

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, with well-trained and motivated staff, a club is better able to meet the diverse and complex needs of children within its local community.

The Club is committed to providing for staff:

- A full induction process.
- A regular system of appraisals.
- 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 the club and the National Standards.

STAFF INDUCTIONS:

New members of staff will be issued with a job description and a copy of the Club's policies and procedures. Staff will also undergo an induction process during the first three months of their employment and be assigned a mentor to help them settle in. As part of the induction, the mentor will discuss and talk through everyday practices of the Club. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the kitchen.
- Explaining all aspects of the day-to-day management and running of the Club.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.
- Pointing out the practical implications of the Club's policies and practices, including how they relate to the Club's obligations under the National Standards.

STAFF APPRAISAL AND SUPERVISION:

The main objective of Roundabouts appraisal and supervision system is to review employees' performance and potential, and to identify suitable and appropriate training and development needs. Appraisals will take the form of annual meetings between staff and the Manager. They will be used to identify current knowledge, skills, areas for future development and potential training needs. The appraisal process will be used to build up a Personal Development Plan, especially for the Deputy and the Manager.

STAFF MEETINGS:

There will be weekly staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for setting objectives for the Club and evaluating our practise.

PERSONAL DEVELOPMENT PLANNING:

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the member of staff and the Manager to ensure that the plan is kept up to date and that all decisions are followed through. The Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at the club.

TRAINING OPPORTUNITIES:

The Club will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update skills as and when requested by their Management. Staff will not suffer financially for any training that they are required to undertake. All staff members are actively encouraged to obtain Level 2 in Playwork or another suitable childcare qualification. They will also require Safeguarding, First-aid and Basic Food Hygiene. It is the Managers responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the Club's legal responsibilities.