

# **Peak Time Kids Club**

## **Staffing Policy**

### **A. Paid Staff**

1. In line with the Children's Act 1989 at least half of the staff must hold relevant qualifications.
2. All staff must have successfully completed both Disclosure and Barring Service (DBS) Records and health check procedures.
3. The staff are paid in accordance with rates of pay set by the Management Committee and reviewed annually.
4. All staff will have a contract issued to them within 13 weeks of taking up the post, this will be supported by a job description.
5. The training needs of the staff will to be ongoing and form part of their continuous professional development.
6. Staff meetings will be organised regularly and discussion and updates will be discussed before each session.
7. Staff will be supported by the coordinator, the Management Committee and by the regular staff meetings.
8. In accordance with the Children's Act, and with Ofsted guidelines for registration, there is a child to staff ratio of 8:1 for those children under 8 years of age.
9. At least two members of staff must be in attendance at all times, one of whom must be qualified.

### **B. Volunteers**

Peak Time recognises the importance of role of volunteers and is committed to supporting and developing their role within the club.

#### **Peak Time Kids' Club will:**

- Provide an induction by the co-ordinator and issue clear instructions as to the work and duties involved
- Issue volunteers with this policy statement and ensure access to the policy and procedures file
- Ensure volunteers have access to the same grievance procedures as paid staff
- Involve volunteers in a wide range of activities
- Provide appropriate support and supervision
- Never leave volunteers in sole care of children
- Ensure that all volunteers are DBS checked
- Reimburse volunteers for out of pocket expenses
- Offer the opportunity of taking part in staff training activities and attend staff / Management Committee meetings
- Undertake regular assessments of volunteers
- Never use volunteers in place of qualified staff

**Volunteers will:**

- Undergo a DBS
- Respect confidentiality at all times
- Always act within the policies and procedures set out in the policy and procedures file
- Let the club know as soon as possible if they are unable to keep a commitment
- Never act without the authorisation of a member of staff
- Observe health and safety procedures
- Report any concerns to the co-ordinator
- Sign a health declaration form
- Wear an ID badge

**Management Committee Members:**

- Peak Time recognise the importance of the Management Committee, who are volunteers and are committed to supporting and development the club.
- Peak Time will provide an induction pack, put together by the Committee Chair and issue guidelines as to the responsibilities of members.
- Issue Committee members with this policy statement and ensure access to the policy and procedures file
- Ensure that volunteers have access to the same grievance procedures as paid staff
- Ensure that all members of the management committee are DBS checked
- Offer the opportunity for Management Committee members to undertake appropriate training and staff meetings
- Reimburse Management Committee members for out of pocket expenses

**Management Committee Members will:**

- Undergo an Ofsted Disclosure Check (DC2)
- Respect confidentiality at all times
- Always act within the policies and procedures set out in the policy and procedures file
- Report any concerns to the Chair of the Management Committee
- Wear ID badge when attending Peak Time in a Committee member capacity