

# Peak Time Kids Club

## **Staffing Policy**

### **A. Paid Staff**

- In line with the Children's Act 1989 at least half of the permanent staff must hold relevant qualifications.
- All staff must have successfully completed both Disclosure and Barring Service (DBS) Records and health check procedures.
- The staff are paid in accordance with rates of pay set by the Management Committee and reviewed annually.
- 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.
- The training needs of the staff will to be ongoing and form part of their continuous professional development.
- Staff meetings will be organised regularly and discussion and updates will be discussed before each session.
- Staff will be supported by the coordinator, the Management Committee and by the regular staff meetings.
- In accordance with the Children's Act, and with Ofsted guidelines for registration, there is a child to staff ratio of 30:1 for all children. Peak Time Club ratios are usually 8:1.
- We aim to have at least two members of staff in attendance at all times, one of whom should be qualified (this isn't an Ofsted requirement).
- All staff should wear an ID badge.

### **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, if over 16.
- 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