

The Club is committed to promoting a 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 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.

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 Adam Smart who is the Registered Person.

Staff should be aware that the minimum-staffing ratio for children aged 4-7 will be 1:15. However in some circumstance the ratio of staff to children may need to be higher.

Code of conduct

- All members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm, and consistent manner.
- Staff members are expected to wear name badges while working within the out of school clubs.
- Members of staff are expected to display both knowledge and understanding of safeguarding, multicultural issues, and a commitment to treating all children as individuals and with equal concern and respect.
- Members of staff will have regard for wearing appropriate clothes and shoes when working with children and with awareness of health and safety issues and for both supervising indoors and outdoors.
- Personal mobiles must be kept away and not used during working hours. Please see our Mobile phone policy.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the club's premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the club's premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Confidentiality

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

The Manager, staff, volunteers, and any other individual associated with the running or management of the Club will respect confidentiality by:

- Not discussing individual incidents, behaviour, or information of children in front of parents/carers and other children
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.

If a staff member works in more than one setting, they must be aware that they must not share information regarding children and families between settings. If there are concerns about a child's protection, please refer to the child protection policy.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

Valuing Staff

The Management of Smartkidz Play and Learn Ltd will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner.

The club manager should encourage staff to contribute to the development and quality of the programme of activities provided.

All staff will have termly appraisals and will be encouraged to attend training courses to enhance their skills.

Line managers will make himself or herself available to staff to discuss any concerns relating to the club where possible.

Absences

Staff should negotiate statutory annual leave with the Manager, in all cases giving as much notice as possible.

Staff that work term time only and overtime hours during the holiday will be expected to take holiday during holiday days and ANY time taken off during term time hours will be unpaid.

If staff require compassionate leave this should be negotiated with the manager.

If staff cannot work because of sickness or other incapacity, they must inform their line manager for breakfast before 10pm the night before and after school club before 11am before the shift and each subsequent day when you are unable to work. Details of reasons for and the anticipated length of absence should be provided.

Self-certification should be provided for absences for up to 5 days. For absences for 5 days or more, a doctor certificate should be provided without delay. Thereafter, a doctor's certificate should be obtained and submitted to the company to cover the entire period of absence. On each occasion when a doctor's certificate expires and do not anticipate returning to work, staff must notify their line manager of this fact on the morning of the last day that is covered by that certificate.

During certificated absences, staff are entitled to receive statutory sick pay and entitled under the statutory sick pay rules. The company does not operate an occupational/contractual sick pay scheme and staff only receive statutory sick pay to which they are entitled during any period of certificated sickness.

Any statutory sick pay, or other statutory sickness payments to which you are entitled will be paid to you at the same time as, and at the same intervals as your normal pay, less appropriate deductions for income tax, national insurance and any other statutory or contractual deductions.

The Manager will keep records of all sick leave, other absences, and lateness.

The Manager will ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.

Staff behaviour Procedure

Smartkidz Play and Learn Ltd aims to have a team of well-motivated, highly skilled, and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter. The member of staff will have the opportunity to ask questions and answer allegations and has the right to be accompanied by a colleague or union representative.

The manager will try to resolve the matter by informal discussions with the member of staff. If this does not resolve the problem, the formal disciplinary procedure will be followed.

Stage 1: Formal verbal warning

The manager will give the member of staff a formal verbal warning which must include:

- the reason for the warning
- that this is the first stage of the disciplinary procedure
- an explanation of their right to appeal.

A note of the warning will be kept on the staff member's personnel file, but it will be disregarded after six months if their performance or conduct is satisfactory.

Stage 2: First written warning

If the offence is a serious one, or if there is no improvement, the manager will give the member of staff a written warning which must:

- give details of the complaint
- warn that a final written warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of Club rules
- explain their right to appeal.

A copy of the written warning will be kept on their personnel file but will be disregarded after 12 months if their performance or conduct is satisfactory.

Stage 3: Final written warning

If there is still no improvement in the staff member's performance, the manager will give them a final written warning which:

- gives details of the complaint
- warns that dismissal will result if there is no satisfactory improvement
- explains their right to appeal.

A copy of the final written warning will be kept on file but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

Stage 4: Dismissal

If, during the period of the final written warning, there is a further breach of Club rules, or if the member of staff's performance has still not improved, dismissal will normally result. The manager will give the member of staff written reasons for the dismissal, the date on which their employment ends and information about their right to appeal.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct.

Examples of gross misconduct include:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud, or falsification of documents
- Being an unfit person under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The manager will investigate the alleged incident thoroughly before any decision to dismiss is made.

Referral to Disclosure and Barring Service

If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm, we will make a referral to the Disclosure and Barring Service.

Notification to Ofsted

The Club will notify Ofsted if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability. Note that a member of staff could become disqualified through the actions of a partner or housemate.

Appeals

A member of staff wishing to appeal against a disciplinary decision must do so in writing and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. If possible, the registered person, or the manager who was not involved in the original disciplinary action, will hear the appeal, and make an impartial and final decision.

Staff Induction and Development

Each new member of staff at Smartkidz play and Learn receives a copy of all of the Club's policies and procedures (this may be a link through email to the website version). Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the Policy Confirmation Slip to confirm that they have read and understood the Club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues and children.
- Introduction to the play policy and PARS and how it works in practice
- Tour of the premises including identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Thorough briefing about the Club's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Location of Club records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Club
- Explanation of the Club's obligation to comply with the Early Years Foundation Stage (EYFS)
- Explanation of the processes for appraisals, training, and development, booking holidays, sickness absence, staffing rota, etc.

Development and training

To ensure that staff development needs are being met, and that staff training, and qualifications are meeting the requirements of the Club and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

We also keep an up-to-date record of staff qualifications and maintain a training development plan.

Appraisals and reviews

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision-making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training, and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At Smartkidz their designated line manager supervises all practitioners who work directly with children and families.

Supervision meetings are held every term for each staff member, unless the line manager feels a more regular supervision is needed.

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

- The supervisor retains a copy of the supervision record form and a copy provided to the supervisee.
- Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.
- All supervision meetings must include discussions concerning the development and well-being of each of the supervisee’s key children.
- Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child’s file and may include support from external agencies.
- All aspects of supervision must ultimately focus on promoting the interests of children.
- During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.
- During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to playleader.

Training

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by their manager.

All new members of staff will be expected to complete the following training:

- Child protection
- Paediatric first aid
- Level 2 food hygiene
- Prevent
- FGM

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems, and raise work issues. Staff meetings are held once every half term (last week of each half term) unless other meeting are needed, and these dates will be given to you at least 7 days prior to meeting date where possible

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 