

1: Staffing

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

All staff are required to submit to careful recruitment and vetting procedures - this will include providing references which will be verified.

The manager will arrange regular staff meetings where all staff are able to discuss items and contribute in a positive manner. The manager should encourage staff to contribute to the development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display both knowledge and understanding of equal opportunities and 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.

Personal mobiles must be switched off and not used during working hours. If staff do need to receive an emergency call, the person calling them should use the main setting number (refer to Photography/Mobile Phone policy).

The Duty Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.

There is a named qualified and capable deputy, who will take charge in the manager's absence.

Terms and Conditions

Kidz Enterprise is committed to promoting family friendly employment practices to help staff balance work and family commitments. Kidz Enterprise will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.

Kidz Enterprise 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, Kidz Enterprise 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 Registered Person.

Qualifications, Experience and Safety Checks

All staff (including students and volunteers aged 16 and over) must have obtained an enhanced Disclosure and Barring Service check and registered it yearly on the DBS update service.

Policies updated by Kidz Enterprise 6th March 2016 updated from Getting it Right © 4Children, Revised August 2014

A record of all staff is kept which includes: information about staff qualifications, identity checks, vetting processes that have been completed (including the Disclosure and Barring Service certificate, reference number, date obtained and details of who obtained it).

Kidz Enterprise will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under Section 76 of the Childcare Act 2006.

Anyone who has not received a Disclosure and Barring Service check, but who is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with a child.

Staff suitability is based on evidence from: references; full employment history; qualifications; interviews; identity checks; and other checks where applicable, for example, medical suitability.

Kidz Enterprise must ensure that staff have suitable skills, training and experience to care for the children. While there are no longer any staff qualification/training requirements for Out of School Settings, Kidz Enterprise will aim to follow the guidelines below as best practise:

The manager should ideally have a full and relevant NVQ level 3 qualification appropriate to the post, along with training, skills, knowledge and understanding of their role and responsibilities and at least two years' suitable experience. At least half of all the other staff should hold a full and relevant level 2 qualification.

If Kidz Enterprise only has only two members of staff on duty - both staff will ideally be qualified - one will hold a level 3 qualification and the other will hold at least a level 2 qualification.

The manager will ensure that all staff have a current paediatric first aid certificate, with any new staff gaining the certificate at the earliest opportunity of their start date. The manager will ensure there is at least one staff who has a current paediatric first aid certificate on the premises at all times when children are present.

The manager will also ensure that staff have sufficient understanding and use of the English language to ensure the well-being of children in their care as they must be able to summon emergency help, to understand instructions such as those for emergency purposes and instructions for the safety of medicines and food. Staff must also be able to keep records in English and liaise with other agencies in English.

Standards of Behaviour

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 Kidz Enterprise's premises (refer to Smoking, Alcohol and Drugs policy).

No bullying, swearing, harassment or victimisation will be tolerated on Kidz Enterprise's premises. This includes offensive behaviour such as sexist or racist language or harassment.

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

Staff to Children Ratios

Kidz Enterprise is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support.

Kidz Enterprise will make every effort to maintain a ratio of at least 1:8 for children aged 4-7yrs and 1:10 for children aged 8yrs and over as best practice. This ratio includes any children of staff and volunteers. All staff included in the adult: child ratio will be aged 17 years or over. Any person aged under 17 will be supervised at all times by a person who has attained the age of 18.

The manager will ensure that there are always at least two members of staff on duty at the premises at any given time.

Each child in the EYFS will be assigned a key person, whose role is to help ensure that the child's care is tailored to meet their individual needs. The key person's responsibility is to also help the child become familiar with Kidz Enterprise, feel confident, safe, and cared for. The key person will also build a relationship with the parent to ensure that the needs of the child are being met.

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

Confidentiality

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.

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.

Further details of Kidz Enterprise's confidentiality procedures are set out in the Documentation and Information policy.

Absences

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

If staff are unable to attend work due to illness or other medical condition, they must contact the manager prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete a self-certification form for any sickness absence.

For absences of longer than seven days, a doctor's certificate must be submitted (refer to staff handbook).

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

Updated By: Derek Beesley (Director of Childcare) Date: 6th March 2016

Signature: D. Beesley