

Dunkirk Fun Club Policies

1: Staffing

****COVID19 addendums**

Our Club 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 a vetting procedure – this will include providing references which will be verified.
- The manager will arrange regular staff meetings where all staff are able to discuss 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 multi-cultural issues 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.

****Staff have been advised to wear oversized, button down shirts that can be easily removed if soiled or they have been dealing with a child with COVID symptoms. They must also bring a change of clothes for this purpose. Staff are to limit wearing make-up, no jewellery and have their hair up. PPE equipment must be worn when dealing with children in close proximity, such as when administering first aid, or where 2 metres can't be upheld. This equipment is provided.**

- 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 Club number.
- The 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. Lockers for personal belongings are available in the staff toilets. Failing that, a locked cupboard in the Club area may be used.

**** Staff are to place personal items in a designated spot at least 1.5 – 2 metres from children, their resources and others' personal items.**

Terms and Conditions

The club is 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, through trade unions and other organisations.

The club will work with staff and their representatives to ensure that all employment legislation and regulations – including Statutory Maternity Pay, the written detail of employment contracts, including rates and levels of pay and other terms and conditions, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are abided by, and are the responsibility of the Registered Person.

Qualifications, Experience and Safety Checks

The manager and all staff (including students and volunteers) will be suitably qualified, have relevant experience and have undergone an enhanced Criminal Records Bureau check (CRB)/DBS.

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 Section 76 of the Children's Act 2006. Enhanced CRB checks will be updated every three years.

Anyone who has not received an enhanced CRB 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.

At least half of all staff will hold a full and relevant level 2 qualification (as defined by the Children's Workforce and Development Council – CWDC). All staff included in the adult: child ratio will be aged 17 years and over*.

The manager will have at least an NVQ level three qualification appropriate to the post, along with at least two years' experience of working in a day care setting*.

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 the club's premises.

* Childcare Register (CR) requires staff to be aged 18 years and over.

* CR does not require managers to have 2 years experience in a daycare setting.

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.

In return, the club expects honesty, loyalty and diligence from its staff.

Staff to Children Ratios

The club 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. Statutory ratios for children aged 3-7 are 1:8. For children aged over eight, the ratio is 1:10. However, Dunkirk Fun Club will maintain a ratio of 1:8. When off-site, extra staff will be employed depending on Risk Assessment of the venue to be visited and the needs of individual children.

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

When children are using both the indoor and outdoor play areas, the manager or their deputy should ensure that the appropriate staffing levels are maintained according to the numbers of children in each area.

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.

****See COVID RA for further information regarding this point**

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 enquires should be passed in the first instance to the manager.

(Further details of the club'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 and complete a leave request form which is forwarded to the Office Manager.

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.

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

** Where sickness relates to COVID, sickness absence management procedures will continue, however it is recognised that some of the timescales for managing sickness absence processes may be relaxed during this time. The manager will discuss specific circumstances with the member of staff at the appropriate time.

**For staff experiencing COVID symptoms, or those who live with others who are experiencing symptoms, staff must follow the following:

In line with normal sickness absence reporting procedures, they should inform the manager. If they have Coronavirus symptoms and are **unable to work**, this will be recorded as sickness absence and sick pay will be covered in line with individual terms and conditions.

If they have Coronavirus symptoms but **feel able to work** then they would be asked to work from home. In these circumstances, the manager will talk about work that can be carried out from home. This will not be recorded as sickness absence pay will be as normal. (Can it apply to FC?). Any change in circumstance should be reported to the manager.

People falling into the extremely vulnerable group with existing health conditions are those who may be at particular risk due to complex health problems. People in these groups should work from home with immediate effect.

If a staff member becomes COVID symptomatic during work, they will need to go home immediately and self isolate. Their family members will also need to self isolate for 7 days. The staff member will need to be tested, and they will need to inform the club of the result. If negative, they can return to work. The staff and children within the staff member's room will not need to self isolate and can continue to attend the club until a positive test is recorded. If the staff member tests positive, then everyone in their room will have to go home immediately and self isolate for 14 days, as well as get tested themselves. In both instances, the room should be thoroughly cleaned.

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By Linda Moualek and Jamie Curtis

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