



Wickwar Out of School Club



Staffing policy

**Wickwar out of School club provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure the children have sufficient individual attention and to guarantee high quality, safe play
Our staff are appropriately qualified and have Enhanced CRB Disclosures in accordance with Ofsted requirements**

Ratios

To ensure we meet the Welfare requirements we have:

- 1 adult to 8 children
- A minimum of two staff/adults on duty at any one time
- A key system in use to ensure that each child and each family has a particular member of staff for discussion and consultation
- Regular staff meetings to discuss children's progress and any difficulties that arise from time to time

Training and staff development

- The manager and session leaders hold a CACHE Level 3 in Play or an equivalent level 3 qualification
- A minimum of half of our staff hold a CACHE Level 2 in Play or an equivalent level 2 qualification
- We provide regular in-service training to all staff
- The club budget allocates resources to training
- The club provide staff induction training in the first week of employment
- The club supports the work of the staff by holding regular supervision meetings and appraisals
- The club is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice

Managing staff absences and holidays and contingency plans for emergencies

- Staff annual holiday entitlements are allocated at the beginning of September each year
- All staff are entitled to 3 weeks annual leave during the term time, the remaining holiday entitlement will be taken during the school holidays
- Staff notify the manager with sufficient notice to request their annual leave
- Annual leave is shown on the holiday chart
- The manager ensures staff/child ratios are not compromised when staff take their annual leave
- Where staff are unwell and take sick leave in accordance with their contract of employment, the manager organizes cover to ensure staff/child ratios are maintained
- Sick leave is monitored and action is taken where necessary
- The club has a supply list of staff to cover staff absences in case of emergencies

Student/volunteer placements

From time to time we offer placements for school pupils on work experience. We also encourage volunteers to help in the club

When we have volunteers or students we ensure that:

- All volunteers and students are supervised at all times

- All volunteers and students do not have unsupervised access to the children in our care
- All volunteers and students are given our club's 'Safeguarding Guidance for Volunteers Working with Children'
- All volunteers and students will sign a declaration that they will adhere to the policy and procedure of the club

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Adopted by Wickwar Out of School Club

Signed on behalf of the above named club

Position

Date

Review date