



STAFFING AND MANAGEMENT POLICY

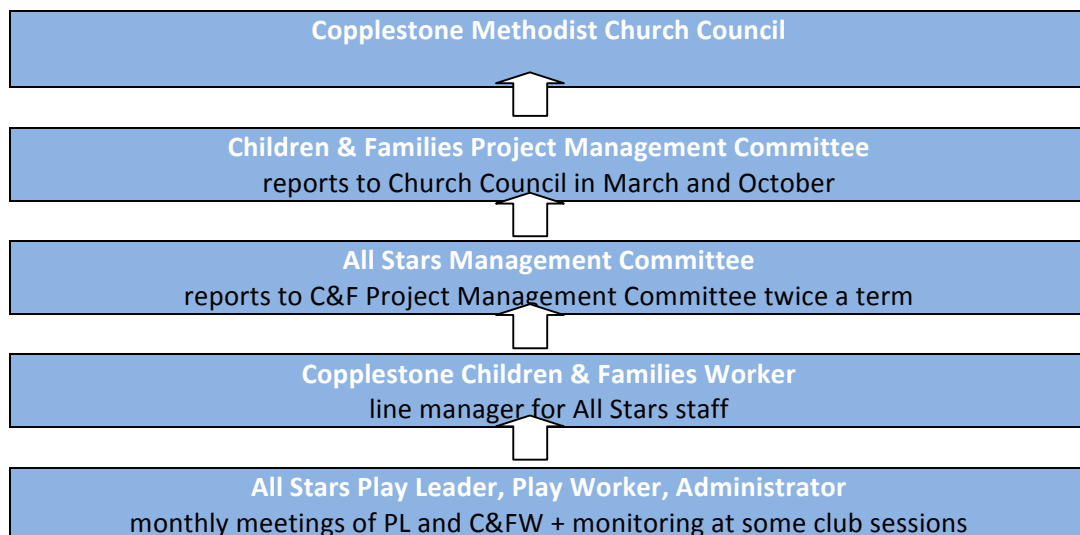
1. General statement of policy

All Stars staff will:

- plan activities that take account of different ages and interests of children and possible weather conditions
- arrive promptly to enable activities to be prepared and children to be received into the club safely at the end of the school day
- ensure that all children are directly supervised and that in each activity area all children are within sight of the activity leader
- ensure that appropriate activities occur in the different spaces used
- provide a healthy snack that meets dietary needs
- be alert to all aspects impacting on the safety and safeguarding of children
- ensure that at the end of each session, activity areas are left tidy and equipment stored safely and securely
- be responsible for securing the premises, making sure that doors and windows are shut and that services (water and electricity) are turned off
- hold regular meetings to discuss and ensure the smooth running of All Stars.

2. Management

All Stars operates through Copplesstone Methodist Church's Children and Families Project which is responsible to the Church Council.



Copplesstone Primary School retains overall responsibility for the premises, and equipment that does not belong to All Stars, as confirmed in the letting agreement. All Stars has public liability insurance.

3. Staff recruitment, selection and retention

All Stars staff are the responsibility of Coplestone Methodist Church. They are appointed according to Coplestone Methodist Church's Safer Recruitment Policy, including DBS checks prior to appointment.

All vacancies are advertised locally and on the Devon Jobs website. Shortlisted candidates are interviewed by the Children and Families Worker and at least one member of the All Stars committee. Contracts are issued subject to the Methodist Church's guidance on terms and conditions of employment.

All posts have a job description. Staff will have appropriate qualifications or are required to undertake accredited training. Staff are subject to annual performance management and have access to professional development opportunities.

4. Staff responsibilities summary

See job descriptions for further details.

The day to day running of the club is by the Play Leader reporting to the Children and Families Worker. Daily activities are planned by the staff (Play Leader, Play Worker and Visiting Activity Providers) under the leadership of the Play Leader in consultation with the Children and Families Worker. All staff follow a well established routine and are subject to the All Stars policies.

The Ofsted minimum adult/child ratio of 1:30 is met at all times; the club regards as good practice the Devon County Council recommended adult/child ratio of 1:8 for children aged 4 to 8.

4.1 The Children and Families Worker is responsible overall for All Stars, including:

- quality of provision
- safeguarding children
- safety and risk assessment
- overall management and planning, including activities provided by visiting activity providers
- overseeing all financial and administrative procedures
- reporting to the All Stars Management Committee and the Coplestone Children and Families Project.

4.2 The Play Leader is responsible for:

Staff supervision

- Supervise staff and volunteer team
- Assist with induction of new staff.

Activity planning

- Lead or supervise safe, creative and appropriate play opportunities for a range of age groups
- Lead planning sessions with the staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers
- Ensure staff team has adequate support for preparing activities, organising programmes/themes and arranging equipment
- Ensure that all activities are inclusive for all children to take part in.

Liaison

- Develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child, and encourage parental involvement and support

- Ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues
- Consult with the children and involve them in planning activities
- Maintain close liaison with Coplestone Primary School and visiting activity leaders.

Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with the Early Years Foundation Stage, and other guidance eg, Health and Safety
- In liaison with the Children and Families Worker who is the All Stars Safeguarding Designated Officer, actively promote and support the safeguarding of children at the club, ensuring that all staff and volunteers observe All Stars Safeguarding and other policies and procedures to keep children safe from harm.
- Ensure that risk assessments are completed prior to commencing activities with children
- Ensure that All Stars offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times

Direct playwork

- Ensure that a wide range of creative, educational and enjoyable activities that meets the full range of children's individual and group needs is offered
- Coordinate the availability and ascertain the suitability of play resources
- Fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

Other

- Promote the aims and objectives of All Stars and the *Coplestone Children and Families Project*; be aware of the high profile of the club and uphold its standards at all times
- Understand and adhere to All Stars policies, procedures and standards at all times
- Ensure that All Stars provides a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- Ensure confidentiality of information
- Ensure the security and good order of the premises used by the club
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Children and Families Worker
- Undertake continuous professional development, including short courses and qualifications relevant to playwork.

4.3 The Play Worker is responsible for:

Activity planning

- Provide safe, creative and appropriate play opportunities for a range of age groups
- Engage in planning sessions to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers
- Ensure that all activities are inclusive for all children to take part in.

Liaison

- Develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child, and encourage parental involvement and support
- Communicate clearly with the play leader about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues
- Consult with the children and involve them in planning activities.

Supervision and care of children

- Ensure that All Stars offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times
- Ensure that activities are carried out in a safe and responsible manner; observe All Stars safeguarding and other policies and procedures to keep children safe from harm.

Direct playwork

- Assist with the provision of a wide range of creative, educational and enjoyable activities that meets the full range of children's individual and group needs
- Fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

Other

- Promote the aims and objectives of All Stars and the *Copplestone Children and Families Project*; be aware of the high profile of the club and uphold its standards at all times
- Understand and adhere to All Stars policies, procedures and standards at all times
- Ensure that All Stars provides a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- Ensure confidentiality of information
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Play Leader or Children and Families Worker
- Undertake further training as required.

4.4 Visiting Activity Providers (VAPs)

Activities provided by VAPs run from 3.45-4.45pm on weekdays during school term time. VAPs are responsible for running the activity, with the agreed adult/child ratio, in the agreed location in the school, from 3.45 – 4.40pm, when they are required to return the children to the hall into the supervision of All Stars staff. VAPs must sign the All Stars Visitors' Book on arrival and departure.

VAPs must have a valid DBS check and, if possible, have signed up to the *DBS Update Service*. They are required to have current public liability insurance. They must have completed Group 2 Safeguarding Awareness (Devon Safeguarding Children's Board) training in the last three years.

VAPs must be familiar with All Stars policies. This includes in particular the Code of Conduct, Safeguarding, Health and Safety, First Aid, and Behaviour and Anti Bullying Policies. A new set of these policies will be issued to VAPs at the beginning of each academic year.

4.5 Volunteers

Volunteers are a welcome resource for helping and supporting the staff and all volunteers are made to feel welcome. Each volunteer must have an agreed role description and complete a DBS check before assisting at All Stars.

Volunteers are allocated to a specific member of staff who will be directly responsible for them during an All Stars session. The deployment for any volunteer, whether for one session or more, will be managed with care, in particular taking into account of the needs of the children and the staff to whom they are assigned. Volunteers will not be asked to replace paid staff or be given responsibility within the club that would normally be associated with paid employees. Volunteers will not have unsupervised access to the children.

VAPs must be familiar with All Stars policies. This includes in particular the Code of Conduct, Safeguarding, Health and Safety, First Aid, and Behaviour and Anti Bullying Policies. A new set of these policies will be issued to volunteers at the beginning of each academic year.

5. Code of conduct

In carrying out its work All Stars is very much concerned with the safety and security of all children and as such it is important that parents and carers have confidence in the integrity of our staff, volunteers and visiting contractors who provide various children's activities for All Stars. It is the responsibility of the Club to expect staff, visiting contractors and volunteers to support the All Stars Code of Conduct, which aims to protect such integrity.

4. Related All Stars documents

- Job Descriptions (employees)
- Staff Induction Pack
- Performance Management Procedures
- Staff Absence and Leave Policy
- Staff Sickness Self-Certification Form
- Visiting Activity Provider Agreement
- Visiting Activity Provider Induction Pack
- Volunteer Role Description
- Volunteer Induction Pack
- Terms and Conditions of Employment (employees)
- Disciplinary and Dismissal Policy (employees)
- Grievance Procedure (employees)
- Health and Safety at Work Policy (employees)
- Equal Opportunities Policy (employees)
- Staff Absence and Leave Policy (employees)

Date: ***January 2015*** ***Signed:***

Reviewed: ***August 2015*** ***Signed:***