

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



Green House Policies

## **Guidance for Staff**

## **STAFF DEVELOPMENT AND TRAINING**

**Staff are our Club's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.**

Members of staff should refer to the school's Pay Policy and Performance Management for further information.

## **STAFF DISCIPLINARY PROCEDURES**

**Our club will maintain a motivated, highly skilled and professional staff team. However, occasionally action will need to be taken to encourage improvement in individual behaviour and performance.**

Members of staff should refer to the school's Disciplinary Policy for further information.

## **STAFFING**

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

The Manager will arrange 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.

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 Club number.

The Manager will ensure that no member of staff exceeds the legal limit of six hours consecutive work without a break.

## **Terms and Conditions**

The Club, through the school, 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, through the school, 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 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 full Disclosure and Barring Service checks.

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 schedule 9A of The Children's Act 1989. Criminal record checks will be updated every three years.

No person who has not received full Disclosure and Barring Service checks, but who is on the premises (such as a member of staff awaiting registration clearance) will be left alone with a child.

The Manager will have at least an NVQ Level Three qualification, appropriate to the post.

### **Standards of Behaviour**

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of parents/carers.

No smoking, alcohol or drug use is allowed on the Club/school'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.

### **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. For Nursery age children the ratio will be 1:8. Adequate supervision will always be in place for the rest of the children at Green House. The manager will ensure there is always at least one adult in each area being used and will move adults around depending on the number of children in different areas.

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

## **Absences**

**Staff should refer to the Green Lane Staff Absence Policy.**

## **General Data Protection Regulation (GDPR)**

The Green House adheres to the Coombe Academy Trust for the GDPR.

Members of staff should refer to the school Staff Handbook, available from the school office, and Royal Borough of Kingston Policy on Personnel for more information.