

Twilight Hours After School Club

Staff Induction and Development

Twilight Hours aims to ensure that individuals are recruited, selected and trained on the basis of occupational skill requirements.

In this respect, Twilight Hours will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion/faith, sexual orientation, disability, maternity/paternity or gender re-assignment.

Recruitment

Twilight Hours recruit new staff through word of mouth, adverts in the local paper, school Newsletters and possibly the Job Centre. Location, hours, pay and job description are included in the advert.

Shortlisted applicants will be invited for an interview with Debbie Steeples and Katherine Shimwell where we will expect to see proof of their qualifications, medical history, details of their past work experience and suitable identification to show their residential status in this country. We will look for any unexplained gaps in their employment. A currently held DBS would also be required at this stage. We will ensure we follow the rules of the Equality Act 2010 with other questions.

Once an offer of employment has been made, we require copies of the documents shown at the interview and completion of a new DBS if necessary, a Medical Information Form (including GP details) and a Contact Form. These will be held in a folder in the lockable filing cabinet in line with our Confidentiality Policy.

A current Enhanced DBS must be held for each member of staff before they have unsupervised access to children.

New staff will be on an agreed probationary period.

Induction

Each new member of staff at Twilight Hours are freely able to look at all of the Club's policies and procedures and also those of the School they are based in. The new staff member will sign each policy to confirm that they have read and understood it.

As part of the induction process, during the first couple of weeks, the managers will also:

- Discuss the practical implications of the Club's policies and procedures.
- Introduce the new member of staff to their colleagues, children and parents or carers
- Show the new member of staff around the premises, pointing out all fire exits, location of first aid kit and fire safety equipment, location of Club records and documentation, storage, toilets etc
- Show the new member of staff any outside play areas, fire assembly points and highlight any known hazards
- Explain all aspects of the day-to-day management and running of Twilight Hours including the daily checklist.
- Inform the new member of staff about the Club's obligation to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS)
- Explain the processes for appraisals, wages, training and development, booking holidays, sickness absence, staffing rota, etc.

This policy was adopted by: Twilight Hours ASC	Date: 26/03/2015	Policy No: SID 005
To be reviewed:	Signed:	
Policy Name: Staff Induction and Development	Signed:	

Twilight Hours After School Club

Staff Induction and Development

Development and training

We are delighted to offer opportunities for training and professional development through the use of the Training Directory with all staff having access to this.

Katherine Shimwell and Debbie Steeples maintain a record of staff qualifications and maintain a training development plan in accordance with Ofsted guidelines. We will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend Core training courses as per their Contracts

Appraisals and reviews

The managers will offer an annual appraisal meeting with each member of staff. The appraisal will be used to reflect on progress and challenges over the previous year and to identify current knowledge and skills, areas for future development and potential training needs. Katherine Shimwell and Debbie Steeples are always available for staff to talk to and welcome staff input to planning.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every term and wherever possible will be on the school premises.

Disciplinary Procedure

If an employee is considered to have shown poor performance or misconduct, they will be advised verbally, which will be followed-up in writing. This letter will specify a disciplinary meeting. At the meeting a decision will be made on how to move forward. This may result in a written warning, or if serious enough a final written warning. Dismissal may follow (under the terms of the employees Contract) if agreed improvement is not made or if further breaches occur.

Disqualification by Association

Twilight Staff must tell their Manager if anyone living or staying in their house has been or is charged with any criminal offence or has their children removed from their care. They are then suspended from work until the Managers have fully investigated the case and made a decision about whether to let them return to work. If the crime or incident are serious enough, it may be necessary to terminate their Contract immediately.

This policy was adopted by: Twilight Hours ASC	Date: 26/03/2015	Policy No: SID 005
To be reviewed:	Signed:	
Policy Name: Staff Induction and Development	Signed:	