



## **STAFFING POLICY**

When working with children staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Hopscotch Kids Club is a smoke-free environment and any member of staff who is believed to have smoked on the premises will be dismissed.

Any member of staff taking medication which the Manager believes may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medicine is unlikely to impair their ability to look after children.

Staff are to have appropriate qualifications for their job role. All staff are to attend regular staff training to update their knowledge when deemed appropriate. All staff are encouraged to obtain formal qualifications relevant to their role.

All staff are to attend First Aid and Food Hygiene training within 3 months of employment or as soon as practically possible.

Upon employment staff will undergo Induction Training and are given a staff manual which sets out current Policies and Procedures, Induction sheet as well as a training schedule, appraisal information and other relevant documentation.

Staff are referred to the Staff Flow Chart for information on Management/role responsibilities.

## **STAFF DISCIPLINE PROCEDURE**

Where conduct of a member of staff/volunteer is not deemed to be appropriate the following process will apply:

Verbal warning will be received; this is to be an informal warning enabling the staff member to rectify any inappropriate behaviour.

Further verbal warning; this is given to indicate that further inappropriate behaviour will result in a formal written warning.

Written warning; to be given as an indication that formal procedures with regard to dismissal will commence.

Final written warning resulting in dismissal.

Unacceptable behaviour:

Swearing, abusive language, raised voices, physical contact, insubordination, lack of respect for children and staff & premises, misuse of provision, persistent late time keeping, failure to carry out role effectively, not taking on board/listening to feedback from line manager, particularly with regard to feedback given during observations made at session times. This list is not exhaustive but gives an indication of behaviour that should be rectified.

Instant dismissal/suspension:

Child protection issues, theft (whether monetary or property including misuse of computer soft/hard ware), physical/emotional abuse towards others, including other staff, deemed inappropriate by the Manager to continue to work with children (substance mis-use, unable to carry out role effectively). This list is not exhaustive but gives an indication of behaviours that warrant instant dismissal/suspension.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: