

Staffing Policy

We provide a staffing ratio in line with the requirements of the Childminding and Day Care for children under age 12 minimum standards to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff have appropriate qualifications and have been checked for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

In our After-School Club we have at least one adult to each 8 children.

Behaviour and Code of conduct:

The Staff of St. Mary's After-School Club will:

- Maintain professional relationships with those pupils/learners entrusted to their care which respect the learner as a person, and encourage growth and development;
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils and thus provide appropriate learning experiences; and
- Aim to motivate and inspire pupils with a view to helping each child realise his / her potential.

Commitment to Colleagues and Others

The Staff of St. Mary's After-School Club will:

- Work with colleagues and others to create a professional learning community that supports the social, intellectual, spiritual / moral, emotional and physical development of pupils;
- promote collegiality among colleagues by respecting their professional standing and opinions and, in that spirit, be prepared to offer advice and share professional practice with colleagues;
- Co-operate, where appropriate, with professionals from other agencies in the interests of pupils;
- Ensure that relationships with the parents, guardians or carers of pupils, in their capacity as partners in the educative process, are characterised by respect and trust; and
- Respect confidential information relating to pupils or colleagues gained in the course of professional practice, unless the well-being of an individual or a legal imperative requires disclosure.

Uniform/Clothing:-

To maintain a professional image within the After-School Club setting, all staff will wear t-shirts and fleeces (where appropriate), which says "St. Mary's P.S

Banbridge", along with suitable trousers, flat footwear, to be supplied by staff members.

No staff shall wear their uniform when they are not working - this is to avoid confusion amongst children and parents, and may impinge on the safety of the children within the setting.

Discipline:-

We require appropriate standards of conduct and performance from our employees. The purpose of the Disciplinary process, in the first instance, is to help and encourage improvements in conduct and/or performance and is not simply a means of imposing disciplinary action.

This policy applies to all employees and is designed to ensure that employees are treated fairly, reasonably and consistently.

Minor disagreements

Minor disagreements among After-School Club staff, or between staff and Leader, can usually be resolved at the regular staff management meeting or informally by discussion.

Disciplinary procedure

A more serious situation arises when a dispute cannot be resolved, or when the owner is dissatisfied with the conduct or activities of an employee.

Any disciplinary matter will normally be dealt with using the following procedure (staff have also received the disciplinary procedures in the contract):

- 1: Oral warning
- 2: Formal written warning
- 3: Final written warning
- 4: Dismissal

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify Social Services/Police of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

Grievance procedure:

If an employee is dissatisfied s/he must have the opportunity for prompt discussion with her/his immediate supervisor. For the supervisor of the After-School Club this would normally be the Person in Charge/Owner (Des O'Hagan).

For other After-School Club staff it would be the After-School Club Leader. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if s/he wishes, be accompanied by a colleague.

There must be a right of appeal, to the owner. At this level also, the employee's colleague or trade union official may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

Meetings:

Weekly staff meetings provide opportunities for staff to undertake and to discuss the children's progress and any difficulties.

Records:

All staff are made familiar of the confidentiality policy when they first start After School Club.

Recruitment:

Regular in-service training is available to all staff. We support the work of our staff by means of regular monitoring.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

The After-School Club will employ the best person for each job and will treat fairly all applicants for jobs and all those appointed

Supervision and Appraisal:

An annual discussion will take place between each member of staff and the After-School Club Leader about the previous year's work, achievements and development. All positive outcomes will be acknowledged and praised any worries or problems will be addressed.

Appraisal of the After-School Club Leader is annually by the Person in Charge/Owner (Des O'Hagan).

Supervision/ individual issues

An open environment will be encouraged by staff and committee that any individual issues can be aired at weekly staff meetings or discussed with the After-School Club Leader or with the Person in Charge/Owner (Des O'Hagan). If any issues arise that cannot be aired in this way an individual meeting with either or both the After-School Club Leader and the Person in Charge/Owner will be arranged.