



1: Staffing Code of Conduct

Jesters Kids Clubs is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- The Director will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. All 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, and consistent manner, and in line with the code of conduct and standards of behaviour.
- Members of staff are expected to proactively develop the play environment to reflect a diverse and rich inclusive environment.
- Members of staff will have regard for maintaining appropriate uniform and personal appearance for working with children and in line with the health and safety policy.
- Members of staff are expected to promote a child centred and focussed environment, ensuring a high quality service is consistently maintained.
- The Manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break. The allocated space for breaks is the log cabin. During this time the log cabin will not be used by the children.

Terms and Conditions

Jesters Kids Club is committed to promoting family friendly employment practices to help staff balance work and family commitments. We will make every effort to be flexible with staff and to promote harmonious working relations.

Jesters will work with external specialists in employment practices to ensure we are working within all current employment legislation, and that staff are given the necessary support to work effectively.

In return, we expect honesty, loyalty and diligence from our staff.

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Director and the Finance Controller.

Qualifications, Experience and Safe Recruitment

All our staff team (including students and volunteers) will be suitably qualified, have relevant experience and have undergone an enhanced DBS check. All interviews will be carried out following our Safer Recruitment Policy. Appropriate references will be obtained along with confirmation of identity and address. DBS checks will be checked yearly alongside the new update scheme.

We 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 in The Children Act 2004 (Children's Services) Regulations 2005.

Any person who has not received full DBS check, but who is on the premises (such as a member of staff awaiting registration clearance) will not be left alone with the children.

The Club Manager will need to have an NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a day care setting.

Standards of Behaviour

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

No smoking, alcohol or drug use is allowed on the Club's premises, or in the car park during club opening hours.

No bullying, swearing, harassment or victimisation will be tolerated on the Club's premises.

Offensive behaviour such as sexist, racist or religious 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

Jesters Kids Clubs are conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged 3-7 will be 1:8.

For children aged over eight, the Club will make every effort to maintain a ratio of staff to children of at least 1:10.

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

Confidentiality

Staff have a right to privacy, as do children and their parents/carers in line with the Data Protection Act. 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 enquires should be passed in the first instance to the Manager.

(Further details of the Club's confidentiality procedures are set out in the Documentation and Information policy)

Absences

Staff should negotiate statutory annual leave with the Club Manager, in all cases giving as much notice as possible.

If staff are unable to attend work due to illness or other medical condition, they must contact the Club Manager directly prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete an Employee's statement of sickness form (HM Revenue and Customs) if they have been absent for 4 or more days.

For absences of longer than seven days, a doctor's certificate must be submitted. The Club Manager will keep records of all sick leave, other absences and lateness.