

# CLUBLAND PLAYScheme LIMITED

## Staff and volunteer information

In accordance with the Children Act Regulations we keep a list of the name, address and telephone numbers of all staff who have contact with the children, including anyone living on site or who has regular unsupervised contact with the children whilst in our care.

All records are confidential and are only made available to those who have a right or a professional need to see such information. They are stored in a locked cabinet.

All staff and volunteers sign a statement at induction confirming that they have read and understood their role within the policies and procedures. Staff will be asked to sign and confirm this statement each time the policy or procedure is updated. Policies and procedures are reviewed each year or more regularly if appropriate.

### *Structure*

Clubland Playscheme Limited is a privately owned limited company,

- Karen Fitzwater the Company Director : DSL
- Emily Fitzwater Company Secretary.
- Maria Dossett: Recruitment and Development Manager
- Lynn Mearns: DDSL
- Jim Russell: Holiday Co-ordinator
- Kim Waters: SEND Officer
- Wendy Tyler: Administrator, Club Supervisor
- Emma Brooker: Bookkeeper

Supported by Club Supervisors, senior playworkers, playworkers and volunteers. Senior Playworkers are those that hold their level 2 and above in Playwork or equivalent qualification.

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## *Roles & Responsibilities*

- At interview each member of staff is given details of their job role and specification and given a mentor to support them within their role. At the beginning of each session a staff meeting will take place whereby specific roles for the day will be discussed and agreed upon.

## *Contracts*

- Each member of staff will be given a written contract of employment which states their pay and term of employment. The contents of which are not to be discussed with colleagues. If you have any concerns or questions, they should be directed to Karen Fitzwater.

## *Information about staff meetings, appraisals and supervision*

Staff meetings- For Playworkers these are held each half term and chaired by your manager, they will last 1:5 hours. All staff are to attend as part of their employment and receive payment for these hours. All staff are to actively participate during these meetings for the benefit of all concerned.

Managers meetings are held quarterly for approx 1:5 hours. All staff are to attend as part of their employment with Clubland.

Supervision meetings: These are conducted termly. Observations will be conducted by the manager and they will use these as a structure to base the appraisal. Prior to the appraisal staff are given a copy of the format of the appraisal and a convenient time and place will be arranged to conduct the supervision meeting.

Karen Fitzwater will conduct the manager's appraisal and all managers are given appropriate training in conducting appraisals. If they are not confident or do not have the necessary skills Karen Fitzwater will conduct the appraisal guided by the manager.

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When a new member of staff commences at Clubland or moves to another site within the organisation, they are put with a buddy so that they can be supported and directed whilst learning the ropes.

## *Disciplinary/Grievance*

Karen Fitzwater will manage any disciplinary hearings and if the need arises a member of staff will receive;

A verbal warning in the first instance- if their conduct does not improve- a written warning, the final action resulting in dismissal. If the action is in breach of their employment and is considered that they put others at risk, then it may result in instant dismissal.

If any member of staff has a grievance this should be shared with the setting manager to help mediate. The conflict should be dealt with, without delay to ensure the smooth working of the team and time should be made outside of Club working hours to resolve the conflict. The conflict should not have an impact on the level of care provided for the children.

If the manager is unable to resolve the conflict it is inappropriate, the member of staff who has a grievance should refer it to Karen Fitzwater. If this fails to meet with their satisfaction, the matter can be referred to Ofsted.

## *Recruitment procedure and Data Barring record bureau (DBS) checks.*

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Clubland complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Clubland is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion,

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sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- We encourage all applicants called for an interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Karen Fitzwater at Clubland and we guarantee that his information will only be seen by those who need to see it as part of the recruitment selection process.
- Unless the nature of the position allows Clubland to ask questions about entire criminal record, we ask applicants about unspent convictions as defined in the Rehabilitation of offenders Act 1974.
- We ensure that all those in Clubland, who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders. E.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal any information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

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- We undertake to discuss any matter revealed in a Disclosure with the person seeking employment before withdrawing a conditional offer of employment.
- **Having a criminal record will not necessarily bar a person from working with us.** This will depend on the nature of the position and the circumstances and background of the offence.

### *Policies for vetting helpers, students and volunteers*

We treat the above the same we would as a paid Playworker in that we take 2 references and apply for a DBS check. We would also ask them to sign to say that they have read and understood our Policies & procedures and agree to abide by them.

### *Supervision of unvetted staff*

Whilst we are waiting for the enhanced DBS check, staff can work with the children but not unsupervised. We buddy new staff up with an experienced member of staff who not only knows the children, Clubland's aims and policy & procedures but they hold an enhanced DBS check which means that they can work on their own with children. We only apply for enhanced DBS checks at Clubland.

Each staff member on duty is informed who hasn't a police check and this is also visible by a \* next to their name on the staff register. The unchecked staff member is given details on our Child Protection Policy at induction and shown ways of keeping themselves and the children safe.