



Staffing & Employment Policy

We provide an 8-1 staffing ratio for North Farnborough Infant School ,to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality After-School care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - 1:8 staffing ratio
- A minimum of three staff/adults are on duty at any one time, depending on numbers.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- Our staff hold qualifications ranging from NVQ2 and above.
- We provide regular in-service training to all staff - whether paid staff or volunteers.
- Our After-School club allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child
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- Protection Policy and Procedures. Other policies and procedures will be introduced within an induction plan.
- Parents will be informed of any changes to staff at Conker Club.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.

Recruitment

- In order to ensure equal opportunities, we place adverts for vacancies in places where all members of the local community will be able to see them. (E.g. job centre, local paper)
- Our adverts make it clear that we welcome applications from all sections of the community.
- A person specification and application form, with closing date, will be sent to everyone who asks for one.
- Applicants will be acknowledged and a short list drawn up for interviews, against the criteria laid out in the person specification.
- Candidates will be informed in writing of the date, time and place of interview. Those not short listed will also be informed in writing.
- Interviews will be conducted using an agreed framework of questions, to ensure they are fair to all candidates.
- All candidates will be notified, in writing, within 7 working days of the interview of the outcome.
- References may be taken up before or after interview, depending on circumstances.
- A probation period of 3-6 months is in place for all new members of staff.

Disciplinary & Grievance Procedures

At Conker club we have a very open policy and it is to be hoped that any disagreements that do occur will be able to be dealt with informally by discussion.

However where there is a more serious situation and the dispute can not be resolved or where the Manager is dissatisfied with the conduct or activities of a member of staff the following procedure will be followed:

At every stage, the employee will be given at least 5 days notice that a disciplinary hearing is due to take place and they will be informed that they can be accompanied by a colleague or union representative if they wish. The panel will normally consist of the Conker Club manager, and another member of staff.

1. Oral warning

- I.** The employee will be interviewed by the panel who will explain the complaint
- II.** The employee will be given full opportunity to state his/her case.
- III.** After careful consideration, if the warning is considered to be appropriate, the employee will be told:

What action should be taken to correct the conduct

The time given to rectify matters

What training needs have been identified

Any mitigating circumstances that may need to be taken into account.

What will happen if there is none or insufficient improvement

A written record of the warning will be kept

They may appeal against the decision within 5 days.

2. Formal written warning

If the employee fails to correct their conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning.

- I.** The employee will be interviewed by the panel who will explain the complaint and be given the opportunity to state his/her case.
- II.** If a formal warning is considered to be appropriate this will be explained and a letter confirming this decision will be sent to the employee.
- III.** This letter will:
 - a) Contain a clear reprimand with reasons
 - b) Explain what corrective action is required and the time scale
 - c) State what training needs have been identified
 - d) Make clear any mitigating circumstances that have been taken into account
 - e) Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice
 - f) Explain that s/he has a right to appeal against the decision

3. Final written warning

If the employee fails to correct their conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings.

- I. The employee will be interviewed by the panel who will explain the complaint and be given the opportunity to state his/her case.
- II. If a formal warning is considered to be appropriate this will be explained and a letter confirming this decision will be sent to the employee.
- III. This letter will:
 - a) Contain a clear reprimand with reasons
 - b) Explain what corrective action is required and the time scale
 - c) State what training needs have been identified
 - d) Make clear any mitigating circumstances that have been taken into account
 - e) Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice
 - f) Explain that s/he has a right to appeal against the decision

Dismissal

If the employee still fails to correct his/her conduct, then:

- IV. The employee will be interviewed as before
- V. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons and giving details of the right to appeal.

If the progress is satisfactory within the time given to rectify matters, the record of warnings in the individuals file will be destroyed.

Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These will consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. The investigations will be carried out as quickly as possible.

If there has been gross misconduct then there may be instant dismissal. This could be because of :

- a) Theft or fraud
- b) Ill treatment of children
- c) Assault
- d) Malicious damage
- e) Gross carelessness which threatens the health or safety of others
- f) Being unfit through use of drugs or alcohol

Appeals

At each stage of the disciplinary procedure the employee will be told that he/she has the right to appeal against any disciplinary action and that this appeal must be made in writing to the Owner within 5 days of the interview. If possible the appeal hearing will be heard within 10 days of receipt of the appeal. If possible a managerial staff member other than that on the original panel will be on the appeal panel. The panel will make every effort to hear the appeal as impartially as possible. The employee may take a colleague or friend to speak for her/him.

- a) The employee will explain why/s/he is dissatisfied and may ask questions
- b) The owner or manager will put his/her point of view and may be asked questions
- c) Witnesses may be heard and may be questioned
- d) The Panel will consider the matter and make known its decision

A written record of the meeting will be kept.

Grievance procedure

If an employee is dissatisfied s/he will have the opportunity for prompt discussion with his/her immediate supervisor. If the grievance persists, a management panel will be set up for the purpose of further discussion. The employee may be accompanied by a colleague if s/he wishes.

The employee has the right to appeal. The employee may be accompanied by a colleague.