



Ecclesall Kids Club

Staff Handbook

Last Updated: January 2025
Version2

You should read this handbook carefully together with other documents we have issued to you. We will update the handbook from time to time to comply with changes in legislation and general practice.

Your contract of employment and this Handbook

If you have any questions about any part of your contract of employment/written terms and conditions or this handbook, please talk to us about it. This handbook should be read together with your contract of employment/written terms and conditions of employment. This handbook will be updated from time to time. You will receive either an updated handbook for major changes or memos which should be kept with your handbook. The handbook forms part of your terms and conditions of employment.

About Ecclesall Kids Club

Ecclesall Kids Club is registered with Ofsted (2725053) and is based at Ecclesall Primary School. Club working hours are 7:30am– 9.00am and 2.45pm – 6.15pm weekdays, during term time. We also offer a holiday club on a demand basis (normally one week in February Half term, Easter, Spring Bank holiday and October half term and four weeks during the Summer Holidays. We do not open on Bank holidays and Inset Days though we may open for Holiday Club on inset days if these are tagged onto normal Holiday Club opening weeks. The club is open from 7.40am to 6.15pm at Holiday Club, full and half day sessions can be worked on a voluntary basis by separate contract as Holiday Club work cannot be guaranteed.

Ecclesall Kids Club is governed by a Management Committee of Parent Trustees chaired by Bob Johnston, who is also our Safeguarding Lead, our Treasurer is Grazina Manchester and secretary is Amy White. The Committee team are our employers, and they meet approximately every 3 months. The committee are governed by a set of rules called our Constitution CIO-Foundation-Doc that can be found on our company website. We enjoy a close working relationship with Ecclesall Primary School and are sited on their premises, but we are an independent business from them and rent the schools spaces we use.

Ecclesall Kids Club Aims:

Ecclesall Kids Club provides Charity (not for profit) out of school care for 4 to 11 year olds, all children are of current reception age, not preschool.

Our mission: is to provide low cost, high quality and stimulating ongoing play care in a welcoming and friendly environment.

We try to provide ad hoc and emergency places but due to being an oversubscribed club, ongoing regular places for parents who need them for the year are always our priority.

We provide an inclusive, safe, secure and relaxed environment, offering a range of activities to reflect the interests of all the children in our care. We are committed to respecting Equality and Diversity for our children, parents and carers who use our service as well as our colleagues.

We aim to run our service on a 1:8 staff to child ratio for KS1 children and a 1:10 staff to child ratio for KS2 children whenever we can.

We aim to remain a Real Living Wage employer where this is affordable.

Management and Leadership Team

Our Business is managed by a part time Business and HR Manager Kelsey Adams – Poole and the Club setting is managed by two part time Job share Play Managers, Natalie Lunn and Tammy Mason; these three Managers make up the Club Management Team.

The Management Team has three Deputies, Denise Bluff, Claire Hurst & Jack Midwood, the three Managers and three Deputies and Club Administrator (Janet Brown) make up the Leadership Team. The Leadership Team have the following designated duties, these duties may change on occasion due to business changes/demands.

Natalie Lunn - Play manager, Designated Safeguarding Lead (DSL) staff manager and supervisor, policy lead designated areas, Behavior Management, Health and Safety, food purchase, safety and diet allergies/medications, EYFS/SEN Support. Petty cash box payments lead and support. Holiday Club co- lead.

Breakfast Club lead for staff absence notification every day and co – lead for staff absence for afterschool club (Mon, Tues, Friday). Setting club complaints co lead. Ofsted Inspection setting co- lead.

Tammy Mason – Play manager, Designated Safeguarding Lead (DSL) staff manager and supervisor, Policy Lead designated areas, SENCO, EYFS lead, Behavior Management, Health and Safety support, allergies/medications support, Prevent duty officer and ENCO Petty cash reconciliation lead. Holiday Club Lead. Co – lead for staff absence for afterschool club (Monday - Friday). Setting complaints co lead. Ofsted Inspection setting co-lead.

We have 3 deputy managers **Denise Bluff, Claire Hurst and Jack Midwood**.

Jack Midwood and Claire Hurst are the Designated Safeguarding Leads (DSL), SEN support, and **Denise Bluff** Health and Safety including Fire Safety, allergies/medications (Denise). EYFS (Jack). The Deputies each report to Natalie or Tammy. They may act as notification points for staff sickness absence when Natalie or Tammy are on leave.

Kelsey Adams- Poole - Part Time Business & HR Manager -Finance and HR lead. HR and Business Policy and training lead. Payroll and recruitment Lead. Business direction, bookings and strategic payments lead. Website and communications owner. Business complaints lead, e.g. bookings and payments. Casework Advisor for Formal HR Cases. Payroll lead. Pay and Reward Strategy Lead. Commercial Contracts Lead e.g. membership and bookings, premises and lettings, insurance. Data Protection Officer for the club and DBS lead. Inbox co- lead and administration cover e.g. Tax-free Childcare (TFCC) and voucher payments reconciliation when the administrator is on leave.

Janet Brown – Part time club administrator, general administration to support the club, payment and voucher reconciliation, Inbox lead. Petty cash reconciliation lead

New Employees

All employees will receive an induction on commencing employment which will include them reading this staff handbook, their contract of employment and any other policies that are relevant to their role. If at any time you are unsure about the content of the handbook or any of the policies, please speak with your play manager or Business & HR Manager. When you start, we will open a personnel file in your name. It will include a copy of your offer letter, your contract of employment, your references, correspondence relating to your job, sickness & absence and any disciplinary matters. We will ensure that all data collected is accurate, relevant and up to date.

Change in personal details

It is your responsibility to keep your Club Manager informed of any changes to your personal circumstances. Specifically, you must inform the Manager as soon as possible of:

- Changes to your medical status or personal circumstances which may affect your ability to work or care for children
- Whether you are taking any medication that may affect your ability to work or care for children
- Any changes to your contact details e.g. address or to your emergency contacts
- Any cautions, convictions or reprimands that you receive subsequent to your employment outside our regular suitability check at supervision (see your Terms and Conditions of Employment for full details)
- Any other circumstances that might affect your employment or the reputation of the club.

Your personal property

You are responsible for your own personal property and must safeguard it by ensuring that you keep it in a secure place. We cannot accept responsibility for any loss or damage; this should be covered by your own personal insurance arrangements. Notwithstanding this policy, any losses must be reported immediately to us so that prompt action can be taken to attempt recovery, and any necessary measures can be put in place to prevent a recurrence. If you find any property on the premises, you should hand it to your manager who will take the appropriate action.

Clubs' property

If you have been provided with any club property including laptops, I pads, pleo cards, ID Badges club documentation, stationary etc. You are responsible for the care of the property issued to you and you must produce such property to us for inspection when requested. You must not use our property for any unauthorised purpose. Any property issued to you will remain ours and you must return such property to us when requested.

Policies and procedures

The Club has clearly defined policies and procedures which all staff are required to adhere too. The Policies, including HR and employment are sited in the Club Policy Folder and on our website in the "staff area". Basic signposting information is included in this Staff Handbook, but this should be read in conjunction with the policies on our website. You must familiarise yourself with all of the Club's policies and will need to sign to confirm that you have done so, you are responsible for keeping yourself up to date with all club policies and procedures and you may be given some paid time to do so, if you have any questions raise this with your Club Manager.

Ecclesall Kids Club Website

We have a club website with lots of useful information about us including most of our policies & procedures, links to our booking portal magic booking, Holiday club updates/schedule, general club information including opening times, prices etc., survey feedback, club newsletters and photo gallery.

Communications

Our club telephone number is 0114 2681116. Sickness absence or emergency nonattendance needs to be reported to the Duty Manager on that day, please see absence reporting for an explanation of how this works. Please respect the working patterns of Managers when reporting absence and unless unavoidable do not contact Managers on their non-working days, outside the hours of 9am – 6pm or at weekends. Managers will notify staff when they are on leave, please do not contact Managers when they are on leave including during shutdown periods, emergency contact details will always be given during shutdown periods and Holiday Club, the rotas show which Managers and colleagues are working if you are unsure who to contact

Email Accounts

The club generic club business email address is Ecclesallkids@gmail.com, all communications sent here are only seen by the Business Manager and Administrator for confidentiality reasons. If you wish to send both Job share Play Managers an email this should be sent to their shared mail box ekcplaymanager@gmail.com. If you wish to email the Business and HR Manager only please email on kelseyadamsekc@gmail.com. If you need to email one of the Leadership team personally, please ask for their email details.

WhatsApp Groups

As many of our staff work part time, we rely on our kid's club group WhatsApp to keep in touch. We also have a supply group WhatsApp for offering supply shifts. WhatsApp is not an entirely secure platform, bear this in mind with information you may be sharing. Please ensure you are respectful of communications, do not share information about children, parents or staff or include information that would allow children or parents to be identified. You must not share confidential or sensitive information, including about yourself on the group WhatsApp for example the fact you will be absent and why as confidentiality may be breached.

The WhatsApp groups we have are:

Management – For the Managers and Deputies

Leadership – For the Managers, Deputies and Administrator

Kids club communication group – This is for Managers to post important messages they need all staff to see. Generally, this should be reserved for important communications but on occasion it is used for arranging social events, welcoming or saying goodbye. Please do not ask questions of the managers on this group WhatsApp but send a WhatsApp to the Manager you need to contact. In the past we have found that if the club WhatsApp gets over-used or there are long conversation threads, people tend to mute and do not see the messages the Managers need them too so please bear that in mind.

EKC Supply Group – This group is for all supply staff, rotas with shifts will be put on this group so you can confirm whether you can work the allocated shift or not. Rota's are sent out with notice of any shifts available. We ask all employees not to personally message any staff member on their personal phone number or email address without getting prior consent to do so

Staff Meetings

We hold 45-minute staff meetings, usually at 2:00pm, and we ask all staff to attend if they can, we appreciate this is not always possible if it is not your working pattern day or you have a second job. You will be paid to attend staff meetings outside club hours, if you cannot attend, we will find other ways to ensure you are kept up to date and provide meeting minutes from the meetings. Staff training is also arranged 3 x per year, these are essential for keeping up to date with safeguarding and other important training areas including HR updates. Notice is provided well in advance for staff training and food is provided.

Staff Behavior/ Conduct

Our staff team are ambassadors for Ecclesall Kids Club and we expect you to conduct yourself professionally at all times. You should treat anyone attending the Club (children, parents/carers and visitors) and each other courteously and with respect.

We expect you to value all the children & staff as individuals and to comply with the Club's **Equalities policy** always.

Swearing and abusive behavior, including shouting at the children, parents or colleagues is not tolerated from anyone at the Club. If you exhibit such behavior, you will be subject to the Club's disciplinary procedures.

For more details see our **Staff Behavior and Conduct policy** and **Staff Disciplinary policy** on the company website.

Timekeeping

Good timekeeping is essential. We expect you to be ready to start work at the correct time. If you know you are going to be late for any reason you must notify the play-manager on duty as soon as you can and if you wish to leave work early you must first obtain permission from us before leaving work if this is before your normal finishing time. If you are unexpectedly late you should inform your manager as soon as possible and at the latest by the time you are due to arrive at work.

If you are regularly late without prior authorisation, we may consider you to be taking unfair advantage of your fellow employees and failing to fulfil the responsibilities placed upon you. You may then be liable to disciplinary action.

Dress code

Whilst working at Ecclesall Kids Club you will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. You should therefore choose your clothing and footwear, accordingly, considering comfort, health and safety, and practicality. Please do not wear your best clothes as claims for damaged clothing are unlikely to be accepted. Revealing, low cut or excessively tight clothing or "short" shorts are not acceptable. Footwear should allow you to move quickly and safely, high heels are not suitable. Jewellery should be minimal and piercings which may pose a hazard to yourself, or others must be covered or removed.

Whilst on duty you should always wear the approved Crocodile name lanyard, if you forget or break this please ask for a replacement.

Confidentiality

You must not pass on any information about children attending the Club, or their parents and families, to third parties please ask the Club Managers for advice if you are unsure. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue and this will only be with the Club Managers' permission. ('Third parties include other parents, your friends, family and other children at the Club, the press, school staff etc

Posting any material relating to the Club or its users on social media sites (unless expressly permitted by the Club Manager) is forbidden.

See our **Confidentiality policy**, **Social Media policy** and **Safeguarding policy** for more details. You might also gain access to confidential information relating to other employees, either from the other employees themselves or in the course of your job. Unauthorised and inappropriate disclosure of confidential information is likely to amount to a disciplinary offence.

Use of mobile phones, cameras and Smart Watches

If you have a personal mobile phone, you must keep it locked away during working hours. If you need to make an urgent personal call, with the Managers or Deputies' permission you can use the Club phone or make a personal call from your mobile away from the boundaries of the club.

If you have a family emergency or similar and need to keep your mobile phone to hand, you must obtain prior permission from the manager or Deputy. You may only use the club tablet camera to take photographs of children at the Club, this camera does not leave our setting. You must never use your personal mobile phone or camera to take photographs at the Club during working hours. Doing so will be considered misconduct and may result in dismissal.

As with Mobiles, Smart Watches with cameras or data enablement and communication capabilities should be stored safely away during club hours, using such devices in club time may constitute a disciplinary offence. Please ask the Club Manager if you are unsure.

See our **Mobile Phone policy**, **Safeguarding policy** and **Staff Conduct and Disciplinary policy** on the company website for more details

Social media

If you post any content or comments on social media that breach confidentiality or which could harm the reputation of our Club or other staff members, or if you publish photographs of the setting or children, you will face disciplinary action in line with our **Staff Disciplinary policy**.

See our **Social Media policy** on the company website for more details.

Smoking, Vaping, Alcohol and Drugs

You are not permitted to smoke or vape anywhere on the Club premises, including the outside play areas.

You are not permitted to bring alcohol or illegal drugs onto the Club premises. If you arrive at work under the influence of alcohol or drugs you will be asked to leave immediately, and disciplinary action may be taken.

If you have a medical condition or are taking prescription drugs which might affect your ability to function effectively in your role, you must inform the Manager immediately.

Any prescribed medication that you need to have with you whilst at the Club must be stored safely by agreement with the Manager or Deputy, out of reach and sight of the children attending the Club.

See our on the company website the **Conduct and behavior**, **Disciplinary and health and safety policies** for details.

Employment Procedures

Sickness & Absences

You must inform the Duty Manager and or Deputy by phone, **by 6.30am at the latest (for Breakfast Club) and as soon as possible but preferably no later than 10:00am** for Afterschool if you are unable to attend work that day due to illness or for any other reason. We need as much time as possible to arrange alternative cover in order to maintain the required staff ratios. If you are ill at the weekend and due to work Monday, it is acceptable to contact the play-managers at a suitable hour.

Texts or WhatsApp's are only acceptable where a conversation is not possible. Currently Natalie is the Duty Manager at the breakfast club (Denise and Jack the Deputies are also

present full-time). Natalie and Tammy are the Duty Managers at afterschool and so is the deputy Claire Hurst, Natalie doesn't work Wed/Thurs ASC, Jack and Denise work every day at afterschool and Claire works Monday – Thursday ASC. At Holiday Club you should check the Holiday Club rotas which will be published on our Kids Club WhatsApp to see which lead it will be that day. Please ensure that you do not call or text at unreasonable times, including in the middle of the night or very early hours of the morning. Please do not post your absence or absence reason on the group WhatsApp please ensure you contact the manager on duty personally.

As the Club does not operate an occupational sick pay scheme, for periods of illness of more than four days you will receive Statutory Sick Pay (SSP) if you are eligible subject to qualifying conditions and your completion of a self-certification note or obtaining a "Fit Note" from your doctors.

If you have come into contact with any infectious illness, you should inform the Manager immediately. If you have had sickness or diarrhea due to a stomach bug, please contact the Manager as it is likely that you will not be able to return to work for 48 hours after the illness has ceased.

If you have any planned operations meaning you will require a period of long term sickness please inform your manager of this giving plenty of notice of the date for any operation or treatment along with the letter of confirmation to give us time to plan any cover needed.

See the **Sickness Absence Policy** on the website for more details.

Data Protection

Our aim is to ensure that all those using and working at Ecclesall kids club can do so with confidence that their personal data is being kept secure. Our Privacy Notice on our website details the club's approach to meeting the requirements of the GDPR and this is supported by our Personal Data and Retention Matrix. Our leading people for data protection are the Play-Managers and Business Manager or their Deputy in their absence. The leads ensure that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Upon starting with Ecclesall Kids club you will be asked for certain personal data in order for us to carry out the necessary checks required for starting, to keep on record including next of kin details in cases of emergencies and all staff will fill out a staff information form, Payroll form and bank details form. We ask all new starters to provide a staff photo for the company website and to go on the club's staff photo board. Staff will be asked to give their signed consent for us to show these on the website and staff photo board.

As part of the early years childcare register requirements about maintaining professional boundaries staff should not: Behave in a manner which would lead any reasonable person to question your suitability to work with children or to act as an appropriate role model. Give your personal contact details to a child or family member, including email, social networking, home or mobile phone numbers. Make friends or form relationships, including via social media with any child or family member using the setting. Comment about a child or their family on social media or another public forum. Babysit for children attending the setting.

Booking time off for Holidays

For permanent and fixed-term appointment staff, all holidays and time off must be booked in advance using the annual leave form. We ask that staff do not make holiday bookings without checking with the Manager first as they will look at the leave chart to ensure we have enough staff to operate and cover your leave. The club requires that the majority of holidays are taken outside term time to enable us to staff to the required ratios of our insurance policy. The manager can authorise days off or longer holidays during term time providing your shifts can

be covered, please give as much notice as possible so we can approve your time off.

Supply staff do not need to have holidays/ time off agreed or approved as shifts are not guaranteed but we do need to know when you are unavailable e.g. exams, university visits, lectures, trips abroad etc as soon as you know so that we know how much supply cover we will have available at any time. The more information we have about your availability the more shifts you are likely to be offered.

Please see the Leave Policy on the company website for more details.

Staff performance and Disciplinary Procedure

Our club aims to have a team of well-motivated, highly skilled and professional staff. If your behavior or performance falls below the high standards that we expect we will follow the procedures set out in the Managing Performance or Staff Disciplinary policy. For minor breaches of performance or discipline, the Deputy Manager or Club Manager will try to resolve the matter by informal discussions and actions with you. If this does not solve the problem, the formal Managing performance or Disciplinary procedure will be followed.

See our Managing Performance and Staff Disciplinary policy on the website for more details

Staff Grievances

There may be times when you have issues or concerns about your working conditions or other aspects of your employment at the club. When such issues arise, we encourage you to discuss them with your manager (if appropriate) as soon as possible so that they can be quickly resolved. If it is not appropriate to speak to a Club Manager, you may contact the HR and Business Manager. Grievances left unaired can lead to an unpleasant working environment and are best addressed as soon as possible. You have the right to raise a grievance about issues that arise from your work within the club, and which affect you as an individual.

See our Staff Grievance policy for full details of our grievance procedure on the company website.

Whistleblowing

If you discover evidence of malpractice or wrongdoing within the club, you can disclose this information internally without fear of reprisal. This covers concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behavior

See our Whistleblowing policy for more details. Note that if your concerns relate to Safeguarding or child protection including concerns about a colleague, you should follow the procedures set out in our Safeguarding policy.

Harassment & Bullying

You have the right to be treated with dignity and respect. Bullying is harmful and can cause distress and lead to accidents, illness and poor performance, not only to the employee who is the subject of the bullying but also to any witness to the bullying. We will not tolerate or condone any form of bullying or harassment at work or outside work if it has a bearing on the working relationship. We welcome support in seeking to eradicate both bullying and harassment.

Bullying is any unwelcome act which humiliates, intimidates or undermines the individual involved. Harassment includes unwanted or unfavorable conduct which affects the dignity of the person to whom the harassment is directed. A single incident can amount to harassment if sufficiently grave. Examples of harassment and bullying include derogatory remarks, insensitive jokes or pranks, insulting or aggressive behavior, ignoring or excluding an individual, public criticism, substituting responsible tasks for menial or trivial ones, withholding necessary information, constantly undervaluing effort, banter related to an individual's status and over-demanding requirements. This list is non-exhaustive.

We will treat as serious any complaint of bullying or harassment we receive. We will carry out investigations speedily, thoroughly and with sensitivity and confidentiality at all times.

Please see our Staff behavior & Conduct policy on the company website

Sexual Harassment & Third-Party Harassment

Ecclesall Kids Club is committed to providing an inclusive and supportive working environment for everyone who works here. This includes a zero-tolerance approach to sexual harassment and third-party harassment and the appropriate steps that should be taken to achieve this. Sexual harassment is often considered a disciplinary offence and, in some cases may also be a criminal offence.

Ecclesall Kids Club will provide regular training sessions either online or face to face sessions for all employees so that you have a comprehensive understanding of what sexual harassment is and your role in preventing and addressing it. We will also ensure that additional training, education and guidance to the Management Team to give them the confidence to tackle sexual harassment. We will actively consider the risks of sexual harassment occurring in the course of employment and devise and implement reasonable steps we can actively take to reduce those risks and proactively prevent sexual harassment occurring.

Please find on the company website the Sexual harassment & Third-Party harassment policy

Working Practices

Health and safety

Each member of staff is responsible for maintaining a safe environment at the Club. Accordingly, you must:

- Take reasonable care of the health and safety of yourself and others attending the Club e.g. clean up spillages quickly, ensuring doors/gates are closed and locked.
- Report on all accidents and incidents which have caused injury or damage or may do so in

the future

- Undertake relevant health and safety training, including reading policies and procedures.
- Ask if you are unsure about any aspect of Health and safety in the club.
- If you disregard safety instructions or recognised safe practices, you may be subject to disciplinary procedures.

See our Health and Safety policy for further information.

Fire and Emergency precautions

You should be aware of the action to be taken in the event of fire or other emergencies that requires our premises to be evacuated. It is important that you familiarise yourself with:

- The position of emergency exits and the importance of keeping them clear of obstructions;
- The position of fire equipment and knowing how to handle this equipment if needed.

Regular fire drills will be held to ensure our fire procedures are effective and that you are familiar with them. These drills are important and must be taken seriously.

Manual handling

When carrying out manual handling tasks (such as setting up furniture and equipment) you must:

- Comply with any instructions and training provided
- Not put your own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to your Manager on any problems which may affect your ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

See our Manual Handling policy for further information.

First aid and accidents

The Club Managers, Deputies and the majority of permanent staff are all trained Paediatric First Aiders. We also have a number of staff trained in Basic first Aid who are able to deal with minor incidents, e.g. small cuts and bruises, cleaning of grazes and application of plasters.

At least 2 members of staff with Paediatric First Aid Certificates are present at every session including Holiday Club. If you are not a qualified first aider you should seek the advice of someone who is qualified to treat any injuries, and this may include not moving children who have fallen or had a head bump. All head bumps are recorded on Magic Booking and parents are notified by the system. All accidents and incidents are also notified to the parents via Magic Booking, so it is important that Managers and Deputies are made aware. If you administer first aid or witness an accident or incident you must complete an Accident or Incident form as most records are held on Magic Booking the Club Manager will advise what you need to do.

Adverse Weather Policy

Our Club aims to remain open and provide a service for parents, carers and children at all times and we aim to provide work for all our staff. There may be occasions when the club needs to close for reasons out of our control.

- If the school is unable to open for any reason, the club will not be able to open as our

premises are located within the school, e.g. if the school heating system were to break or toilet facilities became unavailable due to a burst pipe.

- If school cannot open due to snow, the club will not be able to open
- If the school closes before the start of the club session due to snow during the day, the club will not open.
- If the club is in session and snowfall levels are becoming hazardous, we will ask parents to come and collect their children as soon as possible to enable our staff and themselves to get home safely, just as school would do. Where possible we will retain a core of local staff to care for children who cannot be picked up immediately as long as it is safe for them to do so. Around 50% of our staff live locally so we are limited to how many children we can care for an extended time so we ask for parents' consideration in picking up as early as possible just as the school would do.
- If school must close because of any extreme weather events, heat wave, flood etc.
- If events out of our control mean that it is not safe for children or staff to be in our setting
- If Government guidance e.g. Covid- 19 or other pandemic forces us to close this is out of control

If the club is open, we expect staff to attend where it is safe and reasonable to expect them to do so. We will always treat the health and safety of our staff with importance when making any decisions about the continued opening or closure of the club.

Where staff are likely to be delayed into work they need to keep in touch with the Manager and Deputy on duty.

Where the member of staff lives a significant distance away (over a hours walk) and they cannot safely walk or take public transport to get into work during snow days or other adverse weather conditions, the member of staff may be entitled to paid leave (to work at home) or if they prefer unpaid leave.

The exact arrangements will be in negotiation with the Setting and Business Manager and will depend on the circumstances. The work offered is likely to refresh reading policies from our website or an online training course e.g. Noodle Now.

Safeguarding

As part of your induction process you will undertake training in safeguarding including Prevent (recognising signs of abuse and radicalisation) and how to respond in a timely and appropriate way. If you witness or suspect abuse or have a safeguarding concern, you must speak to the Designated Safeguarding Lead (DSL) and record the incident straight away, using the club Safeguarding procedures. If someone expresses a concern that a child outside our setting is being abused, you should seek advice from our DSL who will encourage them to contact the Sheffield Safeguarding Hub directly. If they are unwilling to do so, you must explain that the Club is obliged to, and log the incident accordingly following advice from the DSL.

All Safeguarding forms and body maps are kept in the Safeguarding folder under section 1 which is stored in the metal filing cabinet. If you have any concerns regarding child protection or safeguarding issues, please speak to the Designated Safeguarding Lead (DSL) on duty immediately.

There will always be at least one DSL and one Deputy DSL on duty at all times including at Holiday Club.

See our Safeguarding policy for further information.

Disclosure and Barring (DBS checks)

All staff will be required to have an enhanced DBS check completed as part of the employment offer. Existing staff will need to have a new DBS check every 3 years unless they are registered with the DBS Update Service, which the club encourages and will fund whilst staff are working for us. All staff will need to have their suitability verified at each year but are required to inform the Club Manager immediately if they believe that anything arising in between supervisions means their suitability may need to be confirmed. Any discussion will be treated with strict confidence.

Training, Development and Supervision

You are expected to attend paid training and development and to update your skills, as and when requested by the club, and whenever required due to changes in legislation. You may be required to undertake some training before you join us, for example, Safeguarding training. Our minimum core training set consists of the appropriate level for each role of: Safeguarding Training, Prevent Training, Food Hygiene/allergies and First Aid for staff who are expected to administer this. Additional training may be required for specific roles, e.g. the Special Educational Needs (SEN) DSL and Health and Safety.

All training designated by the club (or that is mandatory for statutory or insurance purposes) must be completed in advance of the expiry date of that training to enable you to carry out your duties safely within the club.

Failure to complete training by the due date without good reason, may mean that you are subject to the Club disciplinary procedures or that you are unable to work for the club until the training is completed. All training and development costs and paid time to complete the training and development will be paid for by the club where the club requires the training. Other training and development identified by the member of staff will be considered in the light of relevance to your role and costs.

It is a requirement of the club that regular Supervision meetings are carried out every 12 weeks or so, the supply supervision form may be completed for supply staff depending on how often they work for us. Written records of supervisions will be kept in the club in a locked safe that is only accessible by the Club Managers to ensure confidentiality is maintained but also support inspection by Ofsted. Supervision meetings will be paid where they take place outside club hours. It is both the Supervisor and Supervisees responsibility that regular supervision is taking place and both of you will need to prepare in advance for each meeting.

See the Managing Performance, Staff Conduct and Training Policy for further information.

Holiday Clubs

Holiday Club work is not contractual, we will not insist that you work but we will offer all staff the opportunity to work some shifts at some of the holiday clubs if they wish so we are able to operate during holidays. Any work you do at Holiday Clubs will be on a voluntary basis. We cannot commit to matching your term-time contracted hours at Holiday Club if you wish to work as Holiday Club is dependent on the number of bookings we receive.

Any hours worked are delivered under each assignment on a voluntary basis by you, each time you volunteer to work at the Holiday Club your hours are not guaranteed, the club also reserves the right not to run or to cancel Holiday Club due to low bookings. Your salary will be the same rate as your contracted role during term time.

Your continuity of employment in your main term time contract is unchanged by Holiday Club work as that term time contract runs on an academic year (academic year dates encompass holiday club periods though the terms of employment are different between term time and Holiday club). The weekly hours you work at Holiday Club will likely be much less than your usual term time contract weekly hours and hours can never be guaranteed. The ability to work similar hours each time or work your normal working days should not be assumed to translate into custom and practice or a given right to the same arrangements each time.

The Play Managers will always endeavor to allocate shifts fairly however our minimum requirements on the presence of sufficient Designated Safeguarding Leads and Paediatric First Aiders may dictate who can be offered hours in tandem with the number of bookings we receive. The less availability you have to work the less likely it is you will be offered shifts. Holiday club may need to be cancelled at short notice, we will endeavor to give at least 2 weeks' notice and no less than 1 week, where club cannot open there is no recourse to the club to pay for hours you have volunteered for that you are then unable to work as we have had to take the decision not to open for business reasons.

If you work 6 hours or more continuously for the Club within a day you are entitled to a daily paid rest/lunch break of 30 minutes which should be taken around the middle of the working day and away from the work area. This generally only applies during Holiday Club.

No additional Holidays will be accrued as a result of working Holiday Club, however depending on your contract type and hours worked Holiday club work may impact the amount of Holiday Pay you receive.

It is the responsibility of all employees to ensure they are up to date with the clubs policies. Staff will be required to undertake all training that the club or statute determines necessary for them to deliver their role. Failure to undertake this training by the deadline for expiry may mean you are no longer able to work for Holiday Club until that training is completed.

During Holiday Club the club reserves the right to suspend you at any time, with pay, whilst investigating any disciplinary matter, for a health and safety reason or serious breach of policy or procedure. The Disciplinary, Staff Behaviour, Conduct and Grievance Procedure provide further details on how the Club expects you to conduct yourself and adhere to the clubs policies. All employees during holiday clubs are expected to be proactive on health and safety issues as part of the continued development of the health and safety culture of Ecclesall Kids Club. All staff are responsible for implementing the club Health and Safety Policies and safety codes of practice and to accept and carry out their responsibilities in this area. This includes notifying the Club Manager of any medical conditions or medications that may affect your ability to carry out your duties.

Suitability for working with children will be checked throughout your employment, including at Holiday Club any changes to suitability in line with our Club checklist must be reported immediately to the Designated Safeguarding Lead. The Safeguarding Policy provides further details.

This handbook was adopted by: Ecclesall Kids Club	Date: 30/01/2025
Reviewed:	Signed: <i>Ecclesall Kids Club Committee</i>

