

Burgh After School Club Policies and Procedures



RECRUITMENT POLICY

The aim of the Club is to recruit and retain suitably qualified staff within the club at all times.

Staff and regular volunteers are recruited and selected through a rigorous and well established process that takes account of fair and safe recruitment practices.

Applicants:

We welcome any applications for job vacancies from every section of the community.

All applicants will be considered on the basis of suitability for any post regardless of; Marital status, age, disability, gender, culture, religious belief, ethnic origin or sexual orientation.

No applicants shall be placed at a disadvantage by us imposing conditions and/or requirements which are not justifiable.

We aim to offer equality of opportunity by using non-discriminatory procedures for all staff recruitment selections.

Applicants will be required to provide two references (one being current Employer) and confirmation of their relevant experience and qualifications prior to the interview if possible.

Interviews will be held by ideally a panel of at least three persons (Manager, Committee Representative, An Other)

Employees/Volunteers:

All staff must complete a Disclosure Scotland PVG check before starting at the group. They must also sign a yearly review and must inform us immediately of any changes to their personal circumstances that could affect their suitability to work at the group. Disclosure Scotland will be informed when any paid/unpaid member ceases to do regulated work for the Club.

The Club follows the SSSC Codes of Practice for Employers and all employees have a responsibility to adhere to the SSSC Codes of Practice for Social Service Workers and must ensure that they are registered in the correct part of the register within six months of joining the Club. Failure to do so may result in dismissal. Staff will be supported to gain relevant qualifications to meet their register status timeously.

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All staff are required to take part in regular staff meetings to discuss and decide how best to plan and implement activities to ensure that all children are achieving to their potential.

Staff induction training is provided on site during the first few weeks of employment. This will highlight the Child Protection/Health and Safety

Procedures Followed.

All new staff will be provided with a full list of Policies with regard to the safe running of the club on commencement of their employment.

All staff will be expected to undertake any additional in service training deemed appropriate to the Club, as well as the qualifications required with the post.

Staff will have the full support of the Club in their endeavours to gain any other experience, training, qualifications, within budgets allocated accordingly.

Our staff ratios are 1:10 (Monday to Thursday) 1:8 (Friday and during holiday club)

A minimum of three staff should be on site at all times regardless of numbers at any session. Bank staff from ELOSCN may be required to assist with ratios in a staff members absence. During holiday club sessions a minimum of two staff should be on site.

All staff and regular volunteers are required to inform the Manager or Chairperson of any changes that may affect their suitability to work with children. An annual declaration form will have to be completed by ALL staff/volunteers to confirm their suitability.

Chairperson and Committee Members should sign a declaration of confidentiality in respect of their involvement/awareness of Club procedures and information.

May 2017