

2. Staffing Policy

Employment Details

Each member of staff will have a contract of employment, which will include the following:-

- ❖ Discipline and Grievance policy
- ❖ Equal Opportunities policy

A copy of each contract will be held in the personnel file along with copies of qualifications and training.

Each employee must produce a P45 or fill in P46 for Inland Revenue purposes. The treasurer will hold P46 documents.

Qualifications required for the post of Playleader: NVQ Level 3, NNEB, Foundation Course or equivalent.

All employees receive a Police and Medical check (DC2 and Health Declaration).

All staff receives regular training in First Aid, Child Protection, Food Hygiene, Curriculum Planning and Guidance when necessary.

The Playleader and assistants are accountable to Playgroup Committee. The Playleader manages the assistants.

All staff will receive a uniform consisting of one polo shirt (with Coaley Village Playgroup logo) per session worked.

All new staff will receive an induction programme during their first week of employment, which will look at policies and procedures and any required training to attend.

Playgroup Leader

The leader is responsible for the day to day oversight of the group, providing a stimulating and varied programme of play and ensuring the well being of the children.

Key tasks/responsibilities:-

- ❖ To plan, implement and evaluate a varied curriculum of activities in accordance with the Foundation Stage Curriculum.
- ❖ To conduct relevant observations on all children
- ❖ To renew/receive training in first aid, special needs, child protection, health and safety, food hygiene, curriculum planning and guidance when necessary, funding for training met by Coaley Village Playgroup.
- ❖ To ensure minimum staff/child ratios are met at all times and where necessary exceeded (i.e. Outings).
- ❖ To keep accurate records required (register, fire, accident, sanctions, visitors and medicines).
- ❖ To ensure that the playroom is fully set out before the session starts and is left tidy after the session ends.
- ❖ To ensure child safety, passing on information to the Committee/relevant body when necessary/immediately to ensure child safety and well being.
- ❖ To ensure children are not left unsupervised with any adult who has not been police checked.
- ❖ To keep any information regarding the children or their parents/carers confidential. Such information should only be passed on if it is in the interest of the child to do so. If help is needed contact LADO. See Safeguarding policy.
- ❖ To inform and guide Parent helpers with their role during a session.
- ❖ To supervise any student whilst training at playgroup.
- ❖ To work alongside Committee during induction of new staff.
- ❖ To check equipment and make sure it is safe and clean. Repairs must be made where needed either by you or by approaching the Committee members.
- ❖ To ensure that there is a qualified First Aid person present at all times.
- ❖ To ensure that the First Aid box is satisfactory.

- ❖ To undertake fire drills, coinciding with Coaley School.
- ❖ To inform Committee of necessary purchases needed or to arrange finance from Committee for purchases.
- ❖ To liaise with the local school concerning the intake in September.
- ❖ To be prepared to reasonably fill in for staff absences.

The Assistant

The role of the assistant is to support the Playleader during the session and participate with the curriculum planning and preparation of key areas i.e. the home corner and the interest table.

Key tasks/responsibilities:-

- ❖ To assist the Playleader in planning, implementing and evaluation a varied curriculum of activities in line with the Early Learning Goals.
- ❖ To assist the Playleader in conducting relevant observations on all children.
- ❖ To ensure child safety, passing on information to the Committee/relevant body when necessary/immediately to ensure child safety and well being.
- ❖ To renew/receive training in first aid, special needs, child protection, health and safety, food hygiene and curriculum planning and guidance when necessary. Funding and approval for training is met by Coaley Village Playgroup.
- ❖ To develop the home corner and topic/interest tables inline with the curriculum plan.
- ❖ To support the Playleader in daily duties and running of the session.
- ❖ Be prepared to reasonably fill for staff absences.

Contingency Policy for Illness

There may be occasions when the regular Playleader is not available to take a session. If this should happen the Chairperson will be contacted and alternative cover will be made. However, if the Chair is unable to find

suitable cover the session will then be cancelled and all parents/carers informed.

Students

It is the decision of both the Committee and Playleader to accept a student into playgroup.

A student who will be present for a number of weeks must have had all the relevant checks (DC2 and Health Declaration) completed before their start in playgroup.

The student will not be left unsupervised with the children. They will not normally be asked to take children to the toilet.

The Playleader is expected to guide and give experience to the student including an induction explaining the structure and purpose of the playgroup. The Playleader should also explain the Health and Safety policy. It is not policy to give the student all the undesirable chores although some will have to be done to gain knowledge of the sort of tasks a Playleader has to do for the smooth running of a session.

A report (if needed) will be discussed by the Playleader concerned and the Committee, one will then be produced.

Confidentiality is stressed at all times.

Parent on Duty

The parent on duty is essential to the smooth running of each session and maintaining ratios.

Parent on duty will never be left unsupervised with any children other than their own unless they have been CRB checked.

It is not the responsibility of the parent on duty to chastise, physically restrain or place restrictions on any child attending playgroup.

Guidelines for Parent on Duty:-

- ❖ Please arrive promptly at 9am and help with any tasks as directed by the Playleader.
- ❖ Familiarise yourself with the plan for that session - the Playleader will show you the plan.
- ❖ Throughout the first part of the session involve yourself as much as possible with the activities going on. The Playleader will direct you if necessary.
- ❖ Prepare the snack - the details for this are displayed in the kitchen.
- ❖ At 11am if outside play is possible set out enough bikes/equipment for all children. The bikes are located in the shed and should be placed in the enclosed courtyard without blocking the door or gate and allowing safe access through into the playground in case of emergency.
- ❖ Please assist with tidying up the room and help supervise the children washing hands etc.
- ❖ Participate with snack time unless otherwise directed by the Playleader.
- ❖ Help the children to put on coats/remove socks and shoes depending on indoor or outdoor play.
- ❖ Help the children remove coats/put on shoes etc.
- ❖ Once the children are occupied with inside activities put away bikes/equipment tidily in the shed.
- ❖ Wash up cups, bowls etc. if you have not already done so - follow details in the kitchen.
- ❖ Participate with activities.

Before you leave please ensure that the kitchen is back to its original state and that outside play equipment is back in the shed.