

STAFF INFORMATION

Punctuality

- Staff should ensure that they are in the designated place and ready to start work at the correct time
- In the event of being delayed staff should telephone the setting to advise the Manager

Hours of work

- Hours of work will be agreed with the Manager

Dress code

- Staff should wear trousers or skirt on or below the knee
- Apple Trees Club sweatshirt or t-shirts should be worn when working or representing Apple Trees Club
- Clothing should be appropriate to allow for safety, comfort and ease of movement
- We recommend that long hair should be tied back for health and safety reasons
- No facial piercings are permitted
- Necklaces should be small and appropriate

Sickness procedure

- In the first instance staff should telephone Debs Powell (07799 423 884) before 7.00am or Apple Trees Club (07480 305 447) after 7.45am.

Probationary period

- We expect staff to work in line with the policies and ethos of Apple Trees Club
- Placements could be jeopardized if standard are not met and maintained

Health and safety

- Mobile phone must be left in the kitchen and may not be carried on a person when working with children. Staff should not use mobile phones for personal calls or texts during work time
- Photographs at Apple Trees should only be taken with the Apple Trees mobile phone and not personal digital recording equipment

Social networking sites

Many staff will belong to social networking sites (for example, Facebook, Twitter, Google+, Pinterest, LinkedIn) and there are some important issues to note if you want to protect yourself:

- Do not accept any contact with current or previous children of Apple Trees Club or their parents
- If under 18s are on personal lists (perhaps family members) be especially careful that the contact is appropriate, including photos
- Avoid bad language, sexual connotations, obscene jokes
- Avoid criticism of Apple Trees Club or Curry Rivel Primary School

- Do not discuss Apple Trees Club or Curry Rivel Primary school in **any** way

Smoking and alcohol

- This is a non-smoking establishment and smoking is not permitted within the building or grounds
- Alcohol and illegal drugs are not permitted within the premises or grounds and you should not arrive for work at Apple Trees Club under the influence of alcohol or any illegal drugs

Fire safety

- The fire evacuation procedure is part of this induction
- Fire drills will be carried out at least once per term

Safeguarding and Child Protection

- A copy of our safeguarding policy is included with this pack
- Staff should be aware of the South West Child Protection Procedure available at <http://www.swcpp.org.uk>

Policies

- Staff should familiarise themselves with our policies. The latest versions of the policies are available on the website (www.appletreesclub.co.uk) or in the file at Apple Trees Club
- Included in this pack – Child Protection / Safeguarding Policy, Confidentiality Policy, Mobile Phone Policy & Whistleblowing Policy

Specific roles and duties

- Certain roles are undertaken by specific members of staff. Details of these duties are displayed around the building for your information
- Should you have any specific concerns or queries please speak to an appropriate member of staff in the first instance or the Manager

Break and lunch times

- There is no staff break during Breakfast Club or After School Club
- During Holiday Club you are entitled to a lunch break of ½ hour in which you are free to leave the premises. Allocation of breaks is at the discretion of the Manager or Deputy Manager
- Hot drinks or hot liquid foods should be kept and consumed in the kitchen and never consumed in the play rooms
- No lunch, snacks or drinks other than fresh drinking water will be provided by Apple Trees Club

Staff supervision and staff meetings

- You can expect to have a supervision meeting with the Manager at least once every half-term. However, do not wait until this time if there is something that concerns you or you are unsure of - please speak to the Manager immediately.

- You are expected to attend and contribute to the half-termly staff meetings and planning meetings
- If you have any concerns about the safety of a child or the behaviour of a member of staff, please speak to the Manager immediately and refer to the Whistleblowing policy
- If you have any concerns about the Manager, please speak to the Head Teacher of Curry Rivel C of E Primary School or if it concerns the safety of a child, please ring Somerset Direct on 0845 345 9122

OUR EXPECTATIONS OF OUR STAFF

- Staff should arrive on time for their shift
- Should staff be unable to work they must call a senior member of staff **at least 30** minutes before their shift begins
- Staff should be in uniform with their hair tied back
- Staff should wear appropriate clothing. Skirts must be below the knee
- All staff should contribute to daily and long term planning
- Staff should work at floor level engaging with the children at all times
- Staff should use appropriate and positive language with all children at all times
- Fizzy drinks are not permitted within Apple Trees Club
- Staff should give the children appropriate notice of changes within the setting (for example time to get ready for school)
- Personal calls should not be taken during working hours unless in an emergency
- All staff should contribute and help with cleaning and maintenance of the setting
- Staff should where possible make appointments outside of working hours
- Staff should remember that at all times they are representing the Apple Trees Club and the school as a whole and therefore should behave in an appropriate and professional manner.