

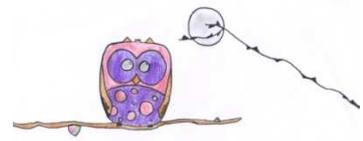
Oswald Road Childcare Club C.I.C

Owl Club

And

Early Birds

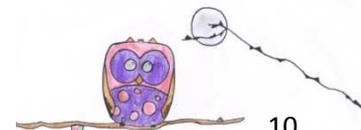
Staff Handbook



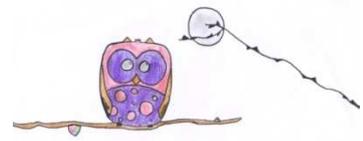
Contents page

Table of Contents

Welcome	4
Introduction	5
Our Aim	5
Working Hours	5
About.....	5
History.....	5
Joining our organisation.....	6
DBS	6
Disqualification by association – Safe Staff Recruitment Policy	6
Probationary period.....	6
Job description	6
Employee training	7
Performance and review.....	7
Salaries	7
Time off in lieu (TOIL).....	7
Holidays.....	7
Time off guidelines.....	8
Absence and Sickness	8
Confidentiality.....	8
Resignation.....	8
Expectations.....	9
Punctuality	9
Personal belongings/Mobile Phones	9
Time sheets	9
Uniform	9
Rota	9
Flexibility	9
Health and Safety / Risk assessments.....	10
Planning.....	10
Setting up and packing away	10
Storage	10
Prayers	10



Key roles with parents	10
Equal opportunities.....	11
Behaviour Management	11
Work is work	11
Working as a team	12
Early Years Foundation Stage Observations	12
Outside	12
Reflection time.....	13
Policies	14
Safeguarding	14
Whistleblowing	14
Anti-bullying and harassment	14
Disciplinary and Grievance.....	14
Health and Safety at Work.....	14
Statutory Entitlements.....	15
Maternity Leave and Pay	15
Paternity Leave and Pay.....	15
Shared Parental Leave	15
Adoption Leave and Pay.....	15
Contact Details.....	16



Welcome

Hello and welcome,

The Directors extend a warm welcome to you as a staff member with Oswald Road Childcare Club Community Interest Club, aka Owl Club and Early Birds.

Please read the following information carefully and make note of its content.

This handbook is written for all members of staff and is designed to support new and current members of staff to work within the framework of a set of policies and the culture of the Club.

We hope it will be a useful source of reference and guidance but we do not expect it to answer all your questions. We pride ourselves on clear communications between us all so please make every effort to contact Sam should any aspect of this handbook not be clear or ask for additional information or support from your more experienced colleagues.

Priorities for the year include:

- Achieve 'Outstanding' in our next Ofsted inspection
- A complete suite of HR policies to support our staff and the smooth running of the Club
- All staff to have,, where required or requested appropriate pension provision
- All staff members to have a training and development plan in place
- Achieving a smooth transition to a new legal structure

This book will be referred to and used throughout the year. Please keep it safe and to hand. Enjoy the year.

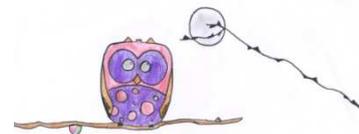
At Owl Club and Early Birds we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a creative, rewarding and enjoyable experience for everyone. Please feel free to suggest items that we may have missed from this handbook that may be useful for other staff, we welcome your feedback and comments.

Regards

A handwritten signature in black ink, appearing to read 'Mark Nesbitt', with a stylized flourish at the end.

Mark Nesbitt

Director



Introduction

Our Aim

The aim of the Club is to provide a safe, friendly, relaxing, free play learning environment for children. Children are supervised and observed by experienced and qualified staff. Staff provide a wide range of activities, including creative arts and crafts, cooking, sewing, drama, outdoor play and games.

Working Hours

- **Early Birds** 7-45am to 8-45am
- **Owl Club** 3:00pm to 5-45pm

About

The Owl Club and Early Birds are before and after school Clubs, which comprise the company, whose official name is Oswald Rd Childcare Club CIC.

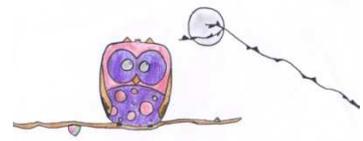
The Club is a not for profit Community Interest Company (Registration No 9560968). The Club is managed independently from the school but the school recognises the importance of the wrap-a-round services and fully supports the Club with accommodation and other services. Parents* and staff are members of the co-operative and are encouraged to take an active role in the management and running of the Club.

OFSTED regulates the Club and it complies with legislation and standards applicable to out of school care. (Ofsted Registration Number: 500199).

(* A parent, carer, guardian, authorised person, or an adult (18yrs+) responsible for the safety of a child)

History

Oswald Rd Childcare Club Ltd was set up in 1993 as a child care co-operative. The Club has provided childcare for a generation of Oswald Road Children.



Joining our organisation

DBS

All staff and volunteers are to be checked and cleared against the Disclosure and Barring Service before they can commence their employment.

Disqualification by association – Safe Staff Recruitment Policy

The Owl Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. A member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually in September to confirm that their status has not changed. Staff members must inform the manager if they need to disclose anything at the earliest opportunity and will be asked if they have anything to declare regarding DBS or disqualification during each supervision.

If a member of staff becomes disqualified for any reason, we will either suspend or terminate their employment depending on the circumstances and notify Ofsted within 14 days of the date we are informed. Where necessary it is up to the individual to apply for a waiver of disqualification from Ofsted before they can return to work.

To request an application for a waiver of disqualification contact Ofsted or visit the gov.uk website.

<https://www.gov.uk/government/publications/early-years-provision-in-schools-apply-for-disqualification-waiver>

What offences are covered?

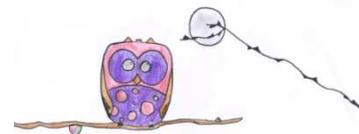
Please see pages 13- 46 in the *Disqualification under the Childcare Act 2006 DfE Guidance February 2015* for a list of the relevant offences. The guidance clarifies the specific offences which will lead to a person being disqualified, and lists all such offences. This list demonstrates clearly that it will only be the most serious offences that will cause someone to be disqualified.

Probationary period

All staff join us on a probationary period of 3 months. During this time your work and performance and suitability for the role will be assessed. Following a successful period your employment will be confirmed to you in writing. However if your performance is not up to the required standard we will take remedial action which may include the extension of your probationary period or terminate your employment at any time giving one weeks' notice.

Job description

You have been provided with a job description to the position to which you have been appointed. Please ensure you are fully aware of the content of your job description and what is expected of you within your role.



Employee training

At the start of your employment you will receive an induction and training for your role. This may follow with Paediatric First aid, safeguarding and NVQ accreditation.

Performance and review

All staff will have one to one supervisions with their play leader approximately every 6-8 weeks, to monitor their professional development and progress. The purpose of this is to monitor your performance and to ensure you receive the support you need to fulfil your duties. It is also an opportunity for you to disclose in confidentiality and discuss any pressing issues or concerns. Towards the end of each academic year the play leader or manager will carry out a Supervision Evaluation to reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs. Please refer to staff Supervision policy.

Salaries

Your salary will be paid in monthly instalments in arrears on the 10th of each month by credit to your Bank or Building Society.

Your salary will be reviewed annually, with effect from 1st September each year. A salary review does not, however, guarantee that any increase to salary will be implemented as any increases to salary are entirely at the employer's discretion.

Time off in lieu (TOIL)

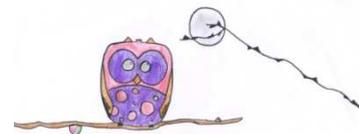
You may on occasion be required to work additional hours. Any hours worked in excess of your contractual hours may be taken as TOIL. Authorisation of TOIL will be discussed and agreed with the Manager.

Holidays

Your annual leave year will commence on 1st September. Full time staff receive 4 weeks paid annual leave plus 8 days statutory public holidays per year (pro-rata for part time staff). Your holidays must be taken during the school closure periods.

No holiday entitlement can be carried over from one year to the next. Exceptional (unpaid) holidays are to be taken at such time or times as approved by the Manager and with at least 4 weeks' notice should be provided for most requests.

Your entitlement to accrued holiday pay on termination of your employment will be in accordance with your holiday entitlement. If you have exceeded your holiday entitlement, the excess will be repayable by you and deducted from your final salary.



Time off guidelines

We understand that from time to time there may be an occasion where staff will require time off to deal with an emergency or attend a medical appointment. Request for time off should be made on a staff leave application form in advance to the manager. Please refer to the Time Off Guidelines.

Absence and Sickness

If you are sick you need to inform your Play leader either Early Birds or Owl Club or both if necessary as soon as possible. You must ring the appropriate person to inform them of your absence, a text message is not acceptable. Please refer to contact details at the back of this booklet. Early Birds staff need to inform the play leader no later than 7am that morning if they cannot attend work that day. Owl Club staff need to inform their play leader between 9am and 11am if you cannot attend work that day in order for them to arrange cover for your position if possible. You must complete a Self-Certification/ Return to Work Form when you return to work even after just one day off.

The Manager or play leader will conduct a return to work interview with staff members that have been on long term sick. Only in extreme emergencies would it be acceptable for staff to inform the play leader of your absence after 11am. Please refer to the Absence Management Policy and Sick Pay Policy for further information.

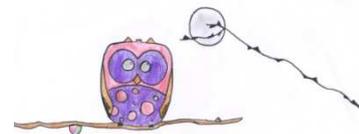
Confidentiality

You are required to comply with the employer's confidentiality rules. Retrieval or disclosure of confidential information relating to the business of the employer and of third parties will render you liable to disciplinary action and/or civil proceedings. Child related matters must be dealt with with upmost confidentiality and can only be shared between staff away from other children, logged on appropriate paperwork and inform the playleader or manager.

Staff details – Staff must keep the manager up to date with all contact details. Staff details form to be completed each time there is a change in address, contact number, tax code etc.

Resignation

All resignations must be given in writing. Please refer to your contract of employment where you will find your contractual notice.



Expectations

Punctuality

Early Birds staff are to start at 7.45am until 9am and Owl club starts at 3pm until 5.45pm unless otherwise stated. All staff must be ready to start work at these times. This means arriving to work a little earlier to sign in and put your belongings away and not to be arriving at these times. Staff are to inform the manager if they are going to be late for work. Lateness may result in disciplinary action being taken and or loss of payment.

Personal belongings/Mobile Phones

Do not bring valuables to work, lockable spaces may not always be available, if you need your purse, passport etc. locking away please ask management – make sure coats and bags are hung up in the table cupboard on the staff side out of the way. Staff must store their mobile phones away and are not to be used in the club. In case of an emergency, staff must ask manager and be prepared to use manager's phone. Use of mobile phones apart from management at any time during a working session is classed as gross misconduct as is strictly against child/data protection laws. If staff members are found to have their mobiles on them during work sessions without permission, disciplinary action will be followed.

Time sheets

Use one double sided sheet for Early Birds and Owl Club and make sure you sign in and out daily. You will not get paid for arriving earlier than your start time unless we have training or you have been asked to, we will pay you or offer you time in lieu for over time. You must sign your time sheet at the end of each working week. If you have permission to leave the club earlier, you must sign out accordingly and you will only be paid until that time.

Uniform

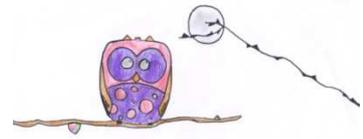
All staff will be provided with a uniform and are expected to wear it at all times. Due to health and safety reasons all staff are to wear appropriate footwear such as trainers or flat shoes. The club will only provide logo tunics, polo tops and outdoor reflective vests for staff and it is staff responsibility to ensure they arrive to work with appropriate clothing regarding where they are positioned on the rota ensuring you are prepared for all weathers.

Rota

The rota is drawn up by the play leader at manager's discretion. Everyone must follow to the rota, check the rota daily week 1 and week 2 are different, dates are behind the rota to see what week we are on. You are expected to carry out what you are down to be doing on the rota and do not start other activities unless you are asked by management. For example please do not start the kitchen if you are not down to be in the kitchen. But if after completing your task and help is needed to finish preparing in the kitchen or the room then all staff need to improvise together before the children arrive.

Flexibility

Staff are to be flexible, your position that day may change if needed and not to be questioned although a brief reason will normally be given. For example if we are short staffed you may need to go on outside duty.



Health and Safety / Risk assessments

Each day a designated person (on the rota) will carry out the health and safety/risk assessment check, weekly checklist is attached to the register or in the health and safety file if a new one is needed. It is important that all areas on the check list are checked properly to ensure the safety of all children and staff within the setting. Any repairs, hazards or dangers should be reported to the manager/ play leader and the school immediately. School repair book is at the main office and tell the school Care Taker if you see him. You must do what you can to try and prevent any accidents or hazards from happening. Staff should be constantly alert and aware throughout each session to ensure the health and safety of everyone, visually risk assessing at all times.

Planning

If you are on the rota for the creative table, you are to complete the planning sheets for the following weeks Please ensure this is done in advance and always feedback on your activities. All staff can comment on this sheet and give ideas to other staff.

Setting up and packing away

All staff are to help set up each session and clear away at the end of the day. Staff are to clear away the area they have been working with first and are expected to help others to ensure everything is put away properly and safely. Children should be encouraged to help with tasks such as tidying up. Tables should be put away collectively by all staff after 5.30pm unless otherwise stated.

Storage

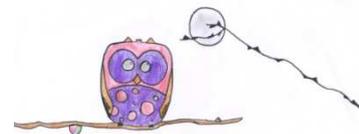
Shed, resource/games cupboard, filing cabinets, etc. items are expected to be put back in its original place, management will be occasionally checking and if items are not put back correctly or tidily. We will ask you to go back and rearrange it. The main hall cabinet with all the files should only maintain paperwork do not put anything else in that cabinet.

Prayers

We understand that some staff may require some time out to pray. Any staff needing to pray must ask a member of the management team first. Only one member of staff can pray at a time during the working session, making sure your role/position is covered at the time. Prayers must be carried out in a designated private area and each staff can take approximately 5 minutes praying each time.

Key roles with parents

All staff should be liaising with parents, where appropriate you are to inform them of their child's progress, behaviour, concerns, appraisals and any incidents/accidents. Always try to give a balanced view of the child's behaviour for the duration of the session and not just the negative points. It is the staffs' responsibility to report any incidents regarding a child/ren to management first, before reporting back to parents. It is essential this correspondence is noted on the incident form, do not give names of any other children involved to parents when informing them. It is important for staff NOT to give personal opinions or have a preference to a selective group of parents and children as this is against our policies and procedures and playwork principles.



Equal opportunities

ORCCC is an equal opportunities employer. Each individual is to respect each other and treat each other as you would like to be treated. Everyone has the right to be treated fairly and have the same opportunities available as every other individual.

If you have a problem with other staff members or feel they are not acting professionally towards their work or towards yourself – don't approach them about it come straight to manager/play leader and they will sort it out as soon as possible. We will not tolerate bullying behaviour from the staff nor the children and if this situation is to arise the disciplinary process will be put into action.

Behaviour Management

As each member of staff is officially classed as a childcare provider, therefore it is our requirement to adhere to National Laws regarding promoting 'British Values' and compliance to the Prevent Duty.

Owl Club has adopted the term 'Universal Values', in our setting and expect all staff and children to demonstrate the four main points Universal Values cover.

1. **Democracy** – To make sure individuals are involved in putting ideas across in organising activities, making decisions and deciding on golden rules.
2. **Rule of Law** – Raise awareness in the importance of rules, laws and reminding the consequences of breaking those rules. Staff are required to encourage children to resolve conflict in the safest and most thoughtful manner.
3. **Individual Liberty** – This can be demonstrated through allowing children to take risks inside and out, and try something new, making sure those achievements are recognised, mentioned as a praise/success.
4. **Mutual Respect and Tolerance of Different Faiths and Beliefs** – Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting others opinions, cultures, faiths, races, practices, celebrations and experiences. Through active discussions, games, parties, etc.

The Counter Terrorism and Security Act also places a duty on us to be aware of the need to prevent people from being drawn into terrorism (Prevent Duty). This is in line with safeguarding requirements of recognising inconsistencies in children's appearance, behaviour, emotions etc.

Work is work

Each work session is only a short period of time therefore you shouldn't be sat down, there is always something to do, eg completing or filing away accident /incident forms, if you are unsure please speak to the manager or play leader. If you are sat down for an appropriate reason please make sure you do not have your back to the children.

Staff only have a small amount of time to set up and when the children arrive they are our priority and need our full attention at all times. Staff are to work as a team, building positive relationships at work is important however we expect staff to keep chatting to a minimum. Staff are to act professionally and only communicate amicably with other staff regarding the children, their health and safety. The same with parents, keep to general communication regarding children and work only.



You are to introduce yourself to all relevant individuals especially your working team, teachers, parents and carers. Giving warm welcomes to the club gives parents and carers reassurance of a safe, friendly and trustworthy environment.

Working as a team

Staff are expected to work as a team, if you see somebody needs help or assistance or is even running behind on schedule you should be offering your help (do not sit back and watch). Staff are to communicate with one another and let each other know what they are doing. For example: “George I’m going inside to the toilet so this area needs supervising”.

Please do not to assume other staff know what you are doing or what is going on, as you may go in and nobody is supervising your area, clarify everything with each other to prevent miscommunication. Make sure you share all information around to the appropriate people staff members, management, teachers, parents and carers making sure you maintain confidentiality.

Early Years Foundation Stage Observations

Each key worker is responsible for upholding the observations of their key children continuously at least one month per child. Using the Early Years Outcomes booklet which needs to be highlighted alongside the observation. It is an Ofsted requirement that observations are to be on sight during each session. If staff members request to complete observations at home they must be returned the following day before session starts. Play leaders will carry out regular checks and monitor the EYFS observation files and carry out audits to ensure feedback is given to the keyworkers.

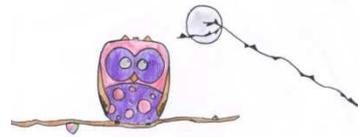
Outside

Staff are to allocate themselves whilst outside making sure all areas and blind spots are covered. Feel free to swap locations with each other. Staff should not be sitting down (unless discussed and permission received from management) or walking around the whole playground - stick to your area unless needed elsewhere.

Following the Playwork Principles and the Play Objectives, children are encouraged to lead play as well as adult led play. We encourage involvement with the children but also to remain vigilant at all times.

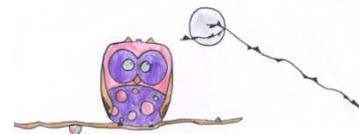
Outside staff are to make sure the first aid box, drinking water, outside key and radios are taken outside daily and ensure children are wearing hi-vis jackets at all times. Staff are to bring all types of equipment in and out (see daily rota) in a safe orderly manner. It doesn’t have to be all at once but if a child requests an item, you **DO NOT** refuse their request unless it is for a behaviour or safety reason in which case risk should be noted (logged in risk assessment or written as incident if behaviour concern). Staff are required to provide children a choice of play equipment and free play opportunities, regardless of personal preferences or opinions. Children have a right to request a change of play mediums at any time in the session, providing they follow basic equipment care and commitment to sharing facilities with fellow attendees/other children. Staff are to remind children to put equipment back near the shed when finished with it.

Repair Log in place for children and staff to write in repairs also child ban from equipment – if you see a child disrespecting or misusing the equipment then write their name in the book and ban them for a day or so - bring up in reflection so all staff are aware of the ban.



Reflection time

It is extremely important that we carry out reflection time and all staff are expected to sit, listen and contribute to reflection time to help improve working practice; time should not be a problem. You can put the overtime down on your timesheet and you will either get paid over time or time in lieu. This time is to reflect on what is working and what isn't, positives and negatives, managing children's behaviour, sharing information, writing accidents/ incidents and getting managers to co-sign and bonding time as a team.



Policies

Below is a summary of our key policies and it is expected that all staff read the full policy as part of their induction.

Safeguarding

ORCCC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To make sure we safeguard the children within our care we ask staff to make sure their mobile phones are locked away in their bags and are not to be used when the children are around.

Whistleblowing

Owl Club is committed to the highest standards of openness, probity and accountability. We expect all of our staff to be professional at all times and hold the welfare and safety of every child as their paramount objective. If a member of staff discovers evidence of malpractice or wrongdoing within the Club they can disclose this information internally without fear of reprisal.

Anti-bullying and harassment

Bullying and harassment of any kind are in no-one's interest and will not be tolerated in the workplace.

Bullying can be characterised as: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment as defined in the Equality Act 2010 is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

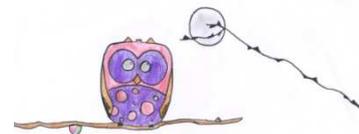
Owl Club is committed to promote a safe, healthy and fair environment in which people can work. We expect all staff to adhere to this. Should you have any concerns please speak to your manager.

Disciplinary and Grievance

The disciplinary and grievance procedures are set out in the staff Handbook and within ORCCC policies. The disciplinary procedure will not apply to you during your probationary period. The employer reserves the right to suspend you at any time, with pay, whilst investigating any disciplinary matter or for a health and safety reason.

Health and Safety at Work

All employees are expected to be proactive on health and safety issues as part of the continued development of the health and safety culture of ORCCC. All staff have responsibility for implementing the specific arrangements, including any policies and safety codes of practice and to accept and carry out their responsibilities in this area.



Statutory Entitlements

Please talk to the manager as soon as possible if any of the following are applicable to you.

Maternity Leave and Pay

Statutory Maternity pay and leave entitlement will apply as appropriate. An employee who becomes pregnant will be allowed reasonable time off with pay for attendance at antenatal clinics.

Paternity Leave and Pay

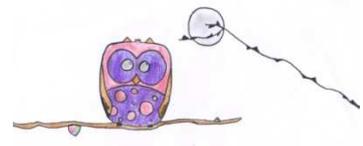
Statutory paternity leave and pay entitlements will apply. Fathers will need to satisfy certain conditions in order to qualify for paternity leave and pay.

Shared Parental Leave

Shared Parental Leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. Statutory entitlements will apply.

Adoption Leave and Pay

Parents and individuals who have acquired formal responsibility for a child may be entitled to adoption leave subject to fulfilling certain criteria. Statutory entitlements will apply.



Contact Details

Staff

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Early Birds and Owl Club Manager
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Donna Jonas
Play Leader - Early Birds
Tel: 07788 195 826 Email: earlybirds@owl-club.co.uk

Razia Dastageer
Play Leader - Big Owls
Tel: 07585 264899 Email: owlclub@owl-club.co.uk

Tayyaba Safdar
Play Leader - Little Owls
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Directors

Mark Nesbitt - School Liason/Company Secretary/Acting Chair
chair@owl-club.co.uk

Richard Norreys - Finance

Jenny Kennedy - HR