
“Inspire, Care, Grow”

SUITABLE STAFF



Company Aim:

Total Sports Limited's aim as a company is to deliver quality childcare within a fun, friendly and safe environment. The programme of activities and the atmosphere of the Out Of School Club (OOSC) aims to encourage confidence, independence, and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal, and physical skills, and their desire to explore, discover and be creative.

Members of staff range from the following:

- Manager
- Assistant Manager
- Play Leader
- Junior leader

Qualifications:

Each member of the team has the appropriate qualification/award appropriate for the role.

Considered qualifications:

- Qualifications related to Childcare / Play Work / Teaching or other related qualification
- DBS checked
- At least one member of the team on site as a First Aider holding the 12 Hour Paediatric Care First Aid Qualification
- NVQ qualification or equivalent in teaching, teaching assistant, childcare, coaching & instructing or working towards
- NVQ assessor within sport
- Experience working/coaching with the following:
 - Students from school year R-6
 - Students from school year 7-11
 - Post 16 students
 - Students with special needs
 - Students at risk of exclusion from mainstream school
 - Students attending Pupil Referral Units
 - Students with learning difficulties

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- Refugees
- Students with medical difficulties
- Young offenders’ team (YOT)
- Working towards an appropriately related apprenticeship

TOTAL SPORTS STAFF REQUIREMENTS:

- All staff trained to understand the Total Sports safeguarding policy and procedures and have received training in recognising signs of abuse and neglect
- All staff will receive [training in recognising the signs of radicalisation and know how to respond to concerns](#)
- All staff involved in food preparation will have had some form of food handling training.
- Total Sports will have a designated child protection person, who holds a Child Protection Level 1 or Basic qualification and will have attended a Child Protection Designated Person Training Course.
- Total Sports will have a name fire safety officer for taking responsibility for fire drills and record keeping.
- A designated SENCO (special educational needs coordinator)
- A designated ENCO (equalities named coordinator)

Background of Total Sports Limited’s Team of Staff

Total Sports Limited’s policy is to employ an in-house team of staff with the following points crucial to their employment to enhance the provision and to give the best service we can to the children in our care.

- Excellent mannerism with children
- Excellent communication skills with children and parents
- Enthusiastic
- Reliable
- Willingness to learn and identify mistakes made
- Clean appearance
- Excellent organisational skills

Total Sports Limited’s policy has team members who are employed full/part time with the company.

Total Sports Limited also have employed team members from the following areas:

- Initial work experience placements from school
- Extended work experience placements from college
- Team members who have voluntarily proved their coaching / play-work ability over an extended period of time

Training:

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Internal Training:

Total Sports Limited hold compulsory in-service training days throughout the year for all staff. The training covers all aspects of child care, health and safety and administration duties.

External Training:

Members of staff have individual training programmes to further their own skills and knowledge of caring for children.

Standard 2: Organisation / Staff : Children Ratios

Group Size:

The minimum staffing ratio is 1:8 children for children under the age of 8. Children over the age of 8 is based on a ratio of 1:16

There must be a minimum of two adult on duty.

Staffing :

The Manager is responsible for ensuring that there is enough staff for each session which is dependent on the actual number of children attending each session. This includes cancellations of spaces on a daily basis.

Staff Absence :

Staff who are unable to work their shift due to illness must contact The Manager as soon as possible so that cover can be arranged.

Children not booked in and their attendance :

Occasionally children turn up who are not booked in. If staff ratios are exceeded parents must be informed and the children collected. Please check with The Manager or office if possible, in case they are a late booking.

Any queries regarding when children should be attending should be passed through The Manager