

## Staffing and Recruitment

Staff are recruited through a series of interviews. OFSTED state that we must have at least 50% qualified staff at all times. However at JC Club 4 kids, we only recruit qualified people or people who are working towards their qualification.

We continually offer training to keep our team up to date with qualifications and knowledge. All staff are required to undergo child protection, first aid, safeguarding and health and safety training during their employment.

All staff will be CRB/DBS checked before they start employment with us. The staff member will not be able to work with children until this process has been completed and we are satisfied with the outcome.

Staff will receive monthly review meetings with their line manager. Here they will have the chance to speak about any concerns or feedback they may have regarding their role.

When a new member of staff starts work at JC academy will give him or her:

- our terms and conditions,
- all our Club policies including safeguarding, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

## Disqualification

The 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. Note that 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. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.