

Staff Induction and Development

Prior to starting work all new staff will be issued with:

Job description

The FACE Way pack; including information regarding the business and how it operates.

Induction powerpoint; vital information to the role, including how to find FACE policies and procedures - there is a follow up with a senior staff member to check understanding.

Following a probationary period staff will receive:

Playwork / Sports Coach Handbook - followed up with discussions with a senior staff member.

In addition to two references (within probation) and an enhanced DBS, all new staff are required to complete the following training (and provide certificates) within one month of starting work:

- Universal Safeguarding Children
 - Prevent
- Female Genital Mutilation
- Child Sexual Exploitation

Regular staff must also have completed, or be booked onto a training course for

- 12 Hour Paediatric First Aid

Where appropriate, staff may also be required to complete

- Food Safety & Hygiene Level 2

Throughout the above process all staff receive guidance and will be checked for understanding on the following:

- Creating a positive and safe environment for children to play
 - Behaviour Management
 - Health and Safety
 - Safeguarding
- Emergency Fire Evacuation Procedures
- Guidelines on how to run each activity session
 - First Aid
- Children's Special Educational Needs

Continued Support and Development

FACE is committed to ensuring the quality of the staff remains at a high standard, and that all staff receive the continued professional development required to allow them to fulfil their jobs at the highest levels.

On a daily basis FACE aims to create a culture whereby staff feel they can share ideas and knowledge, therefore creating a stronger team ethic and ongoing support. During the holidays there will be daily briefings and throughout term time there will be regular staff meetings; again staff are given the opportunity to share ideas and discuss any potential issues.

All staff will have termly 1:1 supervision with their line manager; this is a confidential way to support, coach and train our employees, promoting the interests of the children.

Staff will be appraised annually; this will be an opportunity to review personal development and achievements and set new goals for working on FACEvents sessions. It is also an opportunity to identify training needs and any relevant / specialist courses staff wish to attend.