

Staff Rotas Policy

Holy Trinity After School Club is conscious of the importance of maintaining adequate staff, child ratios required by regulations and ensuring that children are cared for safely and given adequate attention and support. The ratios within our after school are the requirement for children aged 4 to 11 years which is 1 staff member to 8 children.

In order to achieve this, we have flexible shift patterns. During term time staff have set times to work each day. During full days such as school closures and summer holidays staff are required to be flexible and available to work different shifts based on the requirements for each day. We have a number of bank/flexible staff and volunteers who can cover shifts during absence and busy periods. Policies and procedures for managing and reporting absence from work are adhered to at all times.

The After School manager is responsible for drawing up all rotas for use within the setting. This includes information about how/where staff are employed, the duties they will undertake through each day and the children with whom they will work.

All holiday requests should be made at least 4 weeks in advance and while every effort will be made to accommodate holiday requests these cannot be guaranteed and no holiday arrangements should be made until leave has been agreed.