

# Hurstpierpoint Gymnastics Club

## Staffing, Induction & Employment Policy

### Statement of intent

We provide a high staffing ratio to ensure that children have sufficient attention and to guarantee care and education of a high quality. All of our staff are checked through the Disclosure and Barring Service (DBS) as well as having health declarations and relevant satisfactory references including previous employers.

### Aims

To ensure that children and their parents are offered high quality gymnastics training and exercise.

### Methods

We ensure that staffing arrangements are in place to meet the needs of all the children and ensure their safety.

The minimum levels we aim to provide are as follows:

- At least two members of staff for each class, one of which must hold a Club Coach qualification.
- The Lead Coach must hold at least Club Coach qualification, with at least two years experience of working in a gymnastics setting. We have a deputy who is qualified to take charge in the Lead Coach's absence.
- We have a coach available to ensure that each child and their family has a member of staff available for discussion and consultation.
- We keep staff updated on planning and discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

### Training

Ensuring new staff receive induction training to help them understand their roles and responsibilities. This induction includes regular discussion of our Emergency Evacuation Procedures, Health and Safety Policy, Safeguarding Policy, handling equipment and supporting gymnasts procedures. We support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

- All new staff receive an email with all our Policies and Procedures, and when policies are reviewed all staff are sent up to date versions.
- We provide in-service and external training to staff.
- Our Gym Club applies to outside grant funders to finance resources for training.
- We discuss training plans with all members of staff.

## Induction Checklist for new staff

- Meeting the team members, explaining Centre layout, fire drill procedure - exits and meeting point, storage, first aid & toilet arrangements.
- Explaining everyone's roles and how we operate.
- Showing where we keep the Parents Information with Policies & Procedures and Parent Noticeboard.
- Explaining the Lead Coach system.
- Show where the children's contact details are kept.
- Explain what is required as a coach.
- Make available separate policies for Complaints, Confidentiality, Equal Opportunities, Health & Safety, Mobile Phones, Safeguarding, Safer Recruitment, Staff Induction.
- Explain safe handling and siting of equipment.
- Discuss safe support positions for gymnasts.
- Expected code of conduct to include dress code, suitable shoes, no smoking, hygiene, use of mobile phones and social networks.
- Disclose emergency phone number and its use.
- Discuss training requirements and opportunities.
- Discuss hours of work, punctuality and what to do in the event of sickness.
- Discuss expenses arrangements.

To be discussed with Lead Coach afterwards to check understanding.

Aim that all policies will have been looked at by end of first month of employment.

Staff name .....

Date .....

Signed .....

Revised September 2021

Review date September 2022