

# Richmond Hillbillies Policies and Procedures 2020/2021

## Richmond



## Hillbillies

Staff Development and Training

*Hillbillies recognises that the staff are the club's most valuable resource. It is through the commitment of staff that we are able to provide and maintain a quality service for the children & families. We are committed to encouraging and supporting the development of staff through a wide variety of training opportunities.*

#### Induction

All staff and volunteers undergo Hillbillies induction process. All club policies and procedures are discussed. Each new staff member receives their own copy of the policies and procedures and receives new copies as these are reviewed. New staff are shown around the club, given a rundown of routines and introduced to other playcarers as part of the induction. Ongoing support is offered and questions encouraged.

#### Line Management

Playworkers are line managed by the Club Manager. The Club Manager is line managed by the School Head. The line manager is the first person to go to for advice or if there is a problem.

#### Performance Management

Performance management meetings will take place in line with school and provide an opportunity for the club manager and playcarer to reflect on performance, discuss targets set and discuss any issues in private.

This provides the opportunity to identify training needs, discuss any concerns and review how your professional development is progressing. Though playcarers can at any time, seek advice and support from the club manager

#### Training

Whatever qualifications and experience you already have you are expected to attend further training sessions per year as this benefits yourself, the children and the club.

Areas for development are identified at performance management sessions. Training attended is recorded in their staff file.

You are expected to feedback on training attended and share handouts etc with colleagues.