SOOSCC Version 2 October 23

(SCIO)

REGISTRATION OF SSSC POLICY

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 23

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

This policy has been formulated in line with The Regulation of Care (Scotland) Act 2001- The Act requires the SSSC to promote high standards of conduct and practice among its members

Qualifications are important to ensure that a high quality of care is in place

All SOOSCC staff are required by Government Legislation to register with the SSSC.

The Club will fund the first year of membership for each staff member. Yearly renewal costs will be met by each individual.

All staff must be registered with the SSSC within 6 Months of employment.

As part of the formal process of being a member of the SSSC staff are asked to complete 10 hours of training per annum or 60 hours within a 5 Year period- a training record will be held in connection with this. Which will be kept in each staff members own folder located in filing cabinet. Staff should also update their my SSSC and log training and hours attended. Staff must also work towards the qualifications outlined in documentation given to them in respect of their role in the Club. Staff must be seen to be undertaking the appropriate training within 3 years of becoming a member of the SSSC- failure to do so can mean disciplinary action be taken as the staff member is not meeting the requirement of their job title or government legislation.

The Club will inform the SSSC of any disciplinary action taken against staff members as a duty of care. This can result in the staff member being unable to continue in their role as defined in the registration process.

The Club will contact the SSSC when employing new staff members in to ensure that there is no disqualification record on their membership.

The staff membership forms part of the employment process of the Club and stipulations given must be adhered to.

If a staff member leaves the club within 6 months of registration, then they are liable to return the membership payment made by the club.

Helen Anderson