



## PERSONNEL POLICY

### Purpose

Our policies and guidance in respect of personnel are governed by the following:

### Policy

- the best interests of the children, their welfare, safety, care, and development
- the requirements of the Statutory Framework for the Early Years Foundation Stage, setting the standards in line with our policies and guidance
- meeting the needs of the children including maintaining continuity of care
- compatibility between all members of staff and the building of a good team spirit
- consideration of the advancement of each member of staff, both by internal and external training to help them achieve their maximum potential
- equal pay for work of equal value
- compliance with the current legislation including the principles of the Employment Act 2002, the Employment Rights Act 1996 and all current legislation governing discrimination
- the provision of a personnel specification and job description for each member of staff
- the provision of a statement of terms and conditions for each member of staff
- when recruiting members of staff, the applicant should be made aware of the policies and guidance, especially those relating to discrimination and equal opportunities
- prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on an enhanced DBS clearance and suitable references) with the job description and induction procedure
- Harassment of any member of staff that can be classed as sexual, racial, age, religious, homophobic, or political belief related will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

### Associated documents:

- [Staff Recruitment and Suitability policy](#)
- [Code of Conduct policy](#)
- [Inclusion and Equality policy](#)
- [Bullying and Harassment policy](#)