** Butterfly Nursery School**

**Church Road**

**Horne**

**Surrey**

**RH6 9LA**

**01342 843655**

**POLICY: Personnel** (EYFS 3.9-3.13)

The nursery’s policies in respect of personnel are governed by the following:

* The best interests of the children, their welfare , safety care and deployment
* The requirements of the Early Years Foundation Stage
* The needs of the children including maintaining continuity of care
* Compatibility between all members of staff and building of a good team spirit
* Consideration of the advancement of each member of staff both internal and external training to help them achieve their maximum potential
* Equal pay for work of equal value
* Compliance with the current legislation governing discrimination

We will ensure:

* The provision of the person specification and job description for each member of staff prior to an interview
* All interviews will follow our recruitment procedures to ensure safe and fair recruitment occurs
* The provision of a statement of terms and conditions and contract for each member of staff on employment (contract to be received within two months of commencement of employment)
* Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on Enhanced Disclosure and Barring Service (DBS) clearance) with the induction procedure and any details of other information relevant for their first day of work
* New members of staff will be provided with copies of all policies and procedures and we will ensure their understanding and adherence to these over an induction period
* Harassment of any member of staff relating to race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third party harassment by those not employed by the nursery.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
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