

Staffing Policy (incl recruitment, induction and training)



Pre-school Playgroup

Recruitment

River Pre-school Playgroup is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment progression within its organisation are determined solely by application of objective criteria and personal merit. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

If appropriate checks reveal that a person has a previous conviction, this childcare provision will comply with the CRB Code of Practice and Data Protection Act when receiving such information. We will consider all of the circumstances before making a recruitment decision, including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of Offenders Act 1974, the Education Act 2002, the Race Relations Act 1976 (amended) Regulation 2003 and the Employment Equality Regulations 2003.

Induction

New members of staff will be invited into the Pre-school informally before employment commences. Staff and committee members will explain the routine and procedures, and an induction process will commence. The pre-school Supervisors and Manager will always be willing to offer advice and guidance to new members of staff.

Training

River Pre-school Playgroup aims to encourage untrained staff to obtain a recognised qualification in child care. The Pre-school is willing to finance all or part of a training place depending on the financial position of the pre-school. If the pre-school finances a training place it expects the staff member concerned to give some commitment to the pre-school. This commitment is formally agreed between the committee and the individual staff member in their employment contract. Priority to gain qualifications at River Pre-school Playgroup will always be given to paid members of staff. Volunteers who wish to undertake training will be considered by the committee on a case-by-case basis.

Staff will be expected to attend regular in-house training sessions, as well as other courses offered by KCC, particularly First Aid and Child Protection Training.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson