



STAFFING AND EMPLOYMENT POLICY & PROCEDURE

In order to provide high quality care, it is essential we appoint a high calibre team of staff. In conjunction with our recruitment procedure policy, this ensures it happens.

- We have a least one member of staff to each eight children.
- Our key person system/policy ensures each child and their family has a particular staff member who takes a special interest in them and can build good relationships.
- Weekly staff meetings provide opportunities for staff to undertake planning based on the children’s needs and interests, with ideas of all staff being encouraged.
- We recruit in accordance with our inclusion policy and applicants are judged against explicit and fair criteria. As we aim to run Footprints Preschool with Christian principles, it is important staff are sympathetic to our ethos.
- Staff training meets all regulatory requirements and in addition, individual members are encouraged to develop skills and knowledge further. We aim to ensure that leaders and assistants hold the Diploma in Pre-School Practice or an equivalent qualification, and that all staff are willing to undertake any relevant training.
- Regular in-service training is undertaken by all staff.
- Footprints budget includes an allocation of funds for training costs.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and our Safeguarding policy. We have vigorous recruitment procedures that ensure every position is dealt with in a fair way with the best person being appointed for the job.

When a post becomes available if it is felt they have the necessary skills and experience, current staff will be considered for promotion before advertising in the community.

Referring to Independent Safeguarding Authority If Footprints ceases to use a person’s services (or chooses not to employ them at the recruitment stage) because that person has either harmed a child, or placed them at risk of harm, they must refer that person to the ISA.

RECRUITMENT PROCEDURE

ACTION	WHEN	WHO	COMPLETED (DATE)	COMMENT
DECIDE DATES for starting job, closing date of applications, short listing and interviews				
COMPILE job advertisement				
ADVERTISE POST				
SEND OUT application forms + job descriptions				
SHORTLIST CANDIDATES				



REMOVE all adverts				
SEND invitation to interview + unsuccessful letters				
INTERVIEW CANDIDATES				
SEND letter offering post- subject to satisfactory DBS check, references and probationary period				
SEND letters to unsuccessful candidates				
CHECK REFERENCES AND REQUEST DBS				
INVITE successful candidate to visit prior to starting job				
SEND letter to confirm / terminate appointment				
CONFIRM satisfactory probation period in writing				

SEE ALSO **SAFEGUARDING POLICY, INCLUSION POLICY AND RECRUITMENT FILE**

Date reviewed..... 8th September 2014

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