

1.1 Employment Policy

We seek to promote equality of opportunity and to eliminate discrimination as defined under the terms of the Race Relations Act, Equal Pay Act, Sex Discrimination Act, Rehabilitation of Offenders Act and the Disability Discrimination Act in all our employment procedures and practices.

We are committed to ongoing personal learning and development for all staff. We will take account of cost, timing, family responsibilities, cultural requirements, gender and age sensitivities, potential physical barriers in the built environment, or attitudes of others to personnel with different abilities.

1.1.1 Vacancy/Interview Procedure

Vacancies are advertised on the Village Hall Notice Board and on the Norfolk county council early years website. A Committee Officer and the Pre-School Leader will draw up a short-list and hold interviews of candidates and make the final selection.

If necessary we will also advertise with the Childcare Information Service.

Advertisements and publicity on recruitment will state that we are working towards being an equal opportunity employer.

A general Job Description is given to all applicants and explained fully at a later date. Applicants personal specifications are reviewed and only those applicants meeting the Job Description will be short listed. The successful applicant undertakes a trial period (of 3 months) subject to satisfactory references and statutory checks (including police checks). A temporary contract is drawn up between the Pre-School and the applicant for the trial period, after which a full contract is issued in which an individual's terms and conditions of employment are stated.

Staff salaries are reviewed annually in January. An in-year review of the salaries is done as required.

The Committee requires Pre-School staff to have a relevant early years qualifications and staff should be prepared to attend any relevant training courses. The Leading Childcare Practitioner needs to be qualified to Level 3. The Pre-School will help to meet the costs of any such training - see individual contracts.

Contracts of employment are kept in the individual member of staff's files held in a document box in the Pre-School cupboard at the hall. Glennis holds the key.

It is the Pre-School's policy not to employ staff to work at sessions containing their own children. (This can be reviewed in exceptional circumstances)

1.1.2 Induction Programme

New members of staff or volunteers will be inducted by the Pre-School Leader. Introductions to other staff and volunteers will be made a priority.

A general induction session will be carried out prior to the first day of employment. A Health & Safety protection induction will be carried out at the same time as the general induction.

General Induction Checklist

- Welcome new member of staff and introduce to others within the team
- Explain policies
- Shown around
- Documentation completed, signed and filed
- Organisation history and plans explained
- Job description discussed
- Opportunity to observe working practices
- Equipment demonstrated
- Health & Safety explained
- Review and evaluation explained
- Feedback given
- Check understanding at end of day

When all policies and procedures have been read the new employee will sign the appropriate form to confirm their understanding and willingness to abide by them.

Specialised induction sessions will be carried out with the appropriate member of staff or committee member at an agreed time and venue, where appropriate.

A review of the induction process within four weeks of the start date will be completed.

A performance review will be carried out at the end of the agreed probationary period.

1.1.3 Grievance Procedure

Any grievance should be settled fairly and quickly. The procedure is intended to be simple and clear to understand, and should be set in motion quickly.

If an employee is dissatisfied they will have the opportunity to raise it in the first instance with the Pre-School Leader or a Committee Officer. If it has not been resolved within 5 working days the matter should be passed to the Chair or Secretary of the Committee (if they have not already been involved). If still not resolved within a further 5 working days the employee is entitled to take the matter up with OFSTED.

A copy of the full grievance procedure is provided to the employee.

1.1.4 Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

As an organisation using the Disclosure and barring service (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, Newton Flotman Pre-School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Storage and Access

Disclosure information will be kept in a lockable container with access controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass on information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it has been requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information. Disclosure information is generally only held for a period of up to six months to allow consideration and resolution of any disputes or complaints. If, on very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months we will consult the DBS and give full consideration to Data Protection and human rights of the individual before doing so. Throughout this time the usual conditions regarding the safe storage and strictly

controlled access will prevail. However, notwithstanding the above, we may keep a record of the date of issue, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number and the details of the recruitment decision taken.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, burning or pulping. While awaiting destruction, Disclosure information will not be kept in any non-secure receptacle (e.g. waste bin). We will not keep a photocopy or any other image of the Disclosure or any representation of its contents.

1.1.5 Recruitment of Ex-Offenders

As an organisation using the Disclosure and barring service (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, Newton Flotman Pre-School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

It is committed to the fair treatment of its staff, potential staff, committee members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities of dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.

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, including those with a criminal record.

A Disclosure will be requested for all Pre-School positions. This will be made clear on all job advertisements. We will encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request this information is sent under separate, confidential cover to the Leading Childcare Practitioner, and we guarantee the information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about an applicants criminal record, we will only ask questions about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure all those involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure they have received appropriate guidance and training in the relevant legislation e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We will make every subject of a DBS Disclosure aware of the DBS Code of Practice.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of their offences.