

## Policy 05

### **Personnel**

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

- 1 the best interests of the children, their welfare and development
- 2 the requirements of the National Standards and Ofsted's Early Years Directorate
- 3 compatibility between all members of staff and building a good team spirit
- 4 consideration of the advancement of each member of staff by both internal and external training to help them achieve their maximum potential
- 5 equal pay for work of equal value
- 6 compliance with the current legislation
- 7 the provision of a personnel specification and job description for each member of staff
- 8 the provision of a statement of terms and conditions for each member of staff
- 9 when recruiting members of staff, the applicant should be made aware of the policies and procedures, especially those relating to discrimination and equal opportunities
- 10 prior to the commencement of employment the successful applicant shall be provided with an offer letter (conditional on Criminal Record Bureau clearance) with the job description and induction procedure
- 11 harassment of any member of staff that can be classed as sexual, racial, age, religious, 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.