

# Staffing and employment policy

Valuing Compassion, Community, Endurance, Friendship, Hope, Respect,  
Thankfulness, Wisdom

Applicants for positions within the Nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed.

Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. We abide by Ofsted requirements in respect to references and DBS (Disclosure Barring Service) checks for all staff, to ensure that no disqualified person or unfit person works at the Nursery or has access to the children.

All new staff shadow an experienced member of the team. It is only when the person has proven themselves to be complying to the Nursery policies and procedures, and as being trustworthy with a good understanding of the EYFS (Early Years Foundation Stage) that they would be able to work independently alongside children.

All staff have a professional and moral duty to report a colleague whom they deem to be displaying inappropriate behaviour or bad practice.

All staff regularly reflect upon Nursery practice, children's experiences, achievements and what 'comes next.'

## Professional Development Review

All staff will have an annual Appraisal to appraise their ability to perform their job responsibilities, to be given some quality time to value their contribution to the Nursery and to identify any support that is required, to enhance their contribution to their work performance.

The purpose is to:

- Ensure that all staff know their roles and responsibilities
- The provision promotes the interests of children at all times
- To support him/her in managing the demands of the job
- To provide constructive feedback in a safe and appropriate manner
- To provide an opportunity to critically reflect on his/her practice

The Nursery works towards offering equality of opportunity by using non-discriminatory procedures for staff selection and recruitment. We welcome applications from all sections of the community. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

At all times there will be Nursery staff with a Level 3 qualification or higher.

School will provide regular training for all staff. The Nursery expects all staff to take part in continuous staff development; this ensures they keep up to date with all new childcare legislations, guidelines and good practice.

All staff have access to the school's Code of Conduct Handbook. Staff are requested to sign as recognition of reading, understanding and agreeing to comply with all School and Nursery procedures and policies.

The Nursery informs Ofsted of any changes in staff.