

Employment Policy

As a Community Pre-School run by a Committee it is our aim to provide a safe, stimulating and caring environment for our children, encouraging each one to achieve their potential by building confidence in them through educational play.

The Pre-School Manager and the Committee are responsible for the recruitment and selection of candidates. The following criteria form the basis of our selection process:

- Little Duckling's seeks to be an 'equal opportunities' employer. Therefore we do not discriminate against employees by reason of their gender, marital status, disability, colour, race, nationality or ethnic or national origin. Equally it is a requirement that our employees do not discriminate or bring harassment to any of their fellow workers on any of the above grounds.
- All new staff must hold the necessary qualifications and the experience appropriate to their role, and must be suitable, both mentally and physically, to care for children, in accordance with the welfare requirements of the Early Years Foundation Stage.
- Under the *Part-time Employees Regulations Act 2000* all part-time workers have the same rights as full-time colleagues.
- All employment offers are subject to receipt of satisfactory references, a satisfactory "Enhanced Disclosure" from the Criminal Records Bureau and to receiving such other satisfactory disclosures as may reasonably be required in relation to the proposed role.
- Manager has done Safer Recruitment training.

As part of their commitment to the community and values of the Pre-School, the Committee will undertake the following commitments to the staff:

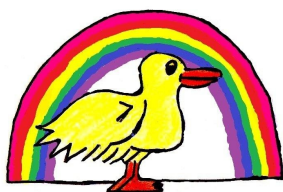
- We aim to have a higher staff: child ratio than the legal minimum as we consider it necessary for the well-being of the children and the staff. When a team member is absent we endeavor to cover that session by employing someone from our team of Bank Staff (people who have been through the legal requirements to work within a Pre-School).
- The Committee are committed to promoting family friendly employment practices to help staff balance work and family commitments, and as such will make every effort to be flexible with staff and to promote a harmonious working relationship.
- The Committee will work with the staff to ensure that all employment legislation and regulations are abided by, as referred to in their Terms and Conditions of Employment. As well as the general Terms and Conditions, each member of staff will be given an individual contract setting out the specific terms of their employment, within 8 weeks of starting their employment with the Pre-School. If a copy is not signed by the individual and returned it is deemed to be in operation.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY424761 Charity Registration: 1132767



- The Pre-School Manager and Deputy will hold at least an NVQ Level 3 Qualification appropriate to the post (or equivalent) as well as at least 2 years experience of working in a day care setting, and at least half of the Pre-School Team will hold a Level 3 qualification appropriate for the care or development of children. The Committee will actively support the staff in gaining the training that they need in order to meet their professional development needs, and will ensure that the Pre-School Budget allocates resources to Training, in accordance with the Pre-School Training Policy.
- Staff Performance Reviews will be held annually, in order to assist in the Continuous Professional Development of each member of the team, by providing a formal opportunity for honest communication between the team member, the Manager and the Committee. Termly supervision meetings will be held with member of staff.

In return, the Committee expect:

- That all members of staff will adhere fully to the policies and procedures of the Pre-School.
- That all members of staff should negotiate any necessary leave with the Pre-School Manager, in all cases giving as much notice as possible, and be prepared to be as flexible as possible in order to maintain stability and continuity of care for the children attending the Pre-School.
- That if staff are unable to attend work they must contact the Manager prior to the start of the Pre-School session, and that they should indicate why they are unable to attend work and when they expect to return.

All other Procedures pertaining to Employment are stated in the Terms and Conditions of Employment, issued to each member of staff with their individual contract.

Also refer to the following policies:

Staff Behavior, Staff Induction and Staff Emergencies.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

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