

Little Rainbow Nursery

Personnel

Little Rainbow Nursery's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, care and development.
- The requirements of the National Standards and Ofsted's Early Years Directorate.
- Compatibility between all members of staff and the building of a good team spirit.
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
- Equal pay for work of equal value.
- Compliance with the current legislation.
- The provision of a personal specification and job description for each member of staff.
- The provision of a statement of terms and conditions for each member of staff.
- When recruiting members of staff, the applicant should be made aware of the policies and procedures, especially those relating to discrimination and equal opportunities.
- Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on Disclosure and Barring Service clearance) with the job description and induction procedure.
- Harassment of any member of staff that can be classed as sexual, racial, ageist, 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.

This policy was adopted:

April 2021

Date for review:

April 2022