



Personnel Policy

Introduction

At Little Legs Montessori we aim to have the highest quality staff team, that act at all times in the best interests of the children's safety and welfare. To achieve this we have a range of policies to support recruitment, development and retention of staff.

Method

The nurseries policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, care and development.
- The Statutory Requirements of the Early Years Foundation Stage, National Standards and Ofsted.
- The needs of children, including maintaining continuity of care.
- 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 including the principles of the Equality Act 2010 and all current legislation governing discrimination.
- The provision of a personnel specification and job description 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, child protection and equal opportunities. All interviews will follow our recruitment procedures to ensure safe and fair and non-discriminatory recruitment occurs.
- Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on DBS clearance and references) with the job description and induction procedure.
- Bullying or harassment of or by any member of staff that can be classed as sexual, racial, age, religious or political belief related will not be tolerated. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)