



Registered Charity # 1203754

Employment Policy

Introduction

Houghton and Wyton Pre-school is committed to the recruitment and retention of high-quality staff who are suitably qualified, experienced, and dedicated to safeguarding and promoting the welfare of children. This policy outlines our employment procedures, expectations, and legal obligations in line with the Statutory Framework for the EYFS (2025), KCSIE 2023, and relevant employment legislation.

Aim

To ensure that all aspects of employment at the pre-school are carried out fairly, transparently, and in a way that promotes a safe, inclusive, and supportive working environment.

Objectives

We will:

- Follow safer recruitment procedures to appoint suitable staff
- Comply with employment and safeguarding legislation
- Provide thorough induction, supervision, and performance review processes
- Promote equality, fairness, and confidentiality at every stage of employment

Roles and Responsibilities

- **Manager and Deputy:** Responsible for recruitment, induction, and ongoing staff support
- **Board of Trustees:** Approve all recruitment decisions and monitor compliance with legislation
- **All Staff:** Maintain professionalism and adhere to relevant policies and codes of conduct

Implementation Procedures

1. Safer Recruitment

- Job descriptions and person specifications are reviewed and approved before advertising
- Interviews are carried out by at least two members of staff or trustees trained in Safer Recruitment
- Shortlisted applicants are subject to:
 - Enhanced DBS checks (and register for the Update Service)
 - Identity and right to work checks
 - Two written references
- The successful candidate is only permitted to work unsupervised once all checks have been completed and reviewed by the Manager

2. Disqualification and Suitability

- Staff must declare (at recruitment and annually) if they:
 - Have any convictions or cautions
 - Live with anyone disqualified from working with children
 - Have been subject to any social care proceedings
- Any changes in suitability must be reported immediately
- The Manager will contact Ofsted where required under Disqualification under the Childcare Act 2006

3. Induction

- All new employees complete an induction that includes:
 - Safeguarding and child protection
 - Whistleblowing and confidentiality
 - Health and safety



- Equality, diversity, and inclusion
- Staff code of conduct and disciplinary policy
- The induction is reviewed after 4 weeks and again at 3 months

4. Supervision and Appraisal

- All staff have a named supervisor and receive:
 - Termly supervision meetings
- Staff are encouraged to raise concerns or seek support at any time

5. Training and Continuous Development

- Staff are supported to maintain and develop their knowledge through:
 - Safeguarding and Prevent Duty training
 - First aid, food hygiene, SEND awareness
 - Opportunities for formal qualifications or CPD

6. Substance Use and Medication

- Staff must not be under the influence of alcohol or any substance that may affect their ability to care for children
- Prescribed medication must be disclosed to the Manager and stored securely
- Staff taking medication must ensure it does not impair their performance

7. Absence and Cover Arrangements

- Staff must report absence to the Manager by 7:30am
- The Manager arranges cover using:
 - Bank staff
 - Off duty staff
 - Agency cover as a last resort
- Ratios are maintained and parents informed of any impact

8. Confidentiality and Data Protection

- Staff must not share any personal or confidential information outside the setting
- All staff must comply with the Data Protection Act 2018 and UK GDPR

9. Grievances, Conduct and Disciplinary Procedures

- Staff concerns are managed through:
 - **Grievance Policy** for concerns about treatment or decisions
 - **Disciplinary Policy** for breaches of conduct
- Serious concerns may be escalated to the Board of Trustees or reported via the **Whistleblowing Policy**

Monitoring and Review

This policy is reviewed annually by the Manager and Board of Trustees or sooner if legislation or guidance changes.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Keeping Children Safe in Education (2023)
- Children Act 1989 & 2004
- Equality Act 2010
- Childcare Act 2006



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- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Children (2018)
- Health and Safety at Work etc. Act 1974

Acknowledgment

All staff, trustees, and volunteers must read and understand this policy. By doing so, they agree to uphold the setting's values, legal responsibilities, and employment standards.