



**BALKAN SUPPLEMENTARY EDUCATION PROJECT
LTD**

STAFFING POLICY

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Iford

Essex

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STAFFING POLICY

Recruitment, Induction and Working Practices

Statement of intent

This setting aims to support learning and safeguard children by providing staff, who are recruited and selected with thorough good procedures, and who work, always being sensitive to a child's needs, in partnership with parents and carers.

Person Responsible for Staffing;

Catalin Caruntu, Executive Director

Recruitment Procedures:

- The director is responsible for advertising the vacant post. It will state that successful candidate will require a DBS check and state that the setting is an equal opportunities employer.
- The executive director will send out job descriptions, health declaration forms and application forms. The forms will refer to any convictions or cautions that may affect the applicant's ability to work with children.
- Management committee will consider the applications in the light of the job description and the person specification criteria. This will be done maintaining the ethos of equality and inclusion for all candidates.
- The management will interview short listed candidates. At interview a full explanation of the job requirements, pay and conditions will be given. The candidates will be given the opportunity to ask questions, and proof of identity sought, e.g. passport, driving license.
- No candidate will be told if they have been successful or not, at the interview.
- Candidate's references will be contacted and checked.
- Successful candidates will be offered the post, with dates for two or three observation sessions and a start date.
- Successful candidates will complete an Enhanced Disclosure form, which will be vetted by the private company this setting is registered with, for this purpose.
- The candidate will be informed and reassured that all information gathered on the health and application forms will be kept in a confidential file in a locked box, in a locked room.
- Unsuccessful applicants will be reassured that personal information collected on them will be shredded. Feedback as to why they were not successful at this time will also be given.

Induction

- A new staff member is given an induction pack and 3 months probation
- The new staff member will be allocated a mentor from existing staff to help settle in and provide support, for these 3 months.
- After 3 months the executive director will discuss with the new member problems/progress and complete an Induction Check List that is in the staff induction pack.
- If all parties agree the probation will end and the new staff member is given a permanent contract, which is signed and a copy given to that member.
- After 6 months that new member is given an appraisal by the director, to ensure good working practices and resolve any problems.
- All new staff are given a copy of all policies, which are included in the induction pack.
- All parent/carers will be informed of the new staff member's name and role via newsletters and parent notice board.

Working Practices

- All staff will be given a supervision session every 6 to 8 weeks.

The purpose of Supervision is:

To share information

Provide staff with the opportunity to say what they feel about the work

Discuss any factors effecting the work, inside and out-side the work place

Allow staff to clarify their priorities

Records of these meetings will be kept, in a locked cupboard in a locked room.

- All staff will have appraisal meetings with the director and complete an appraisal form annually.

The purpose of Appraisal is:

To monitor work and performance

To evaluate work and performance

Identify training requirements

Help the staff member improve their practice

Discuss expectations of staff and management

Discuss priorities or targets for each staff member, for the next year.

- Staff are not expected to take any work home, but will be given time to complete tasks within the session.
- Staff will be given opportunities for professional development. This will be discussed at the appraisal meeting or at any time should the need arise.
- It is the director's responsibility to assist all staff to complete courses, workshops, etc, and develop their particular interests and talents in relation to childcare.

ESSENTIAL

- All staff will have an Enhanced Disclosure Certificate, with their particular number recorded in staff records.
- All staff will work within the requirements of the Equal Opportunities and Inclusion Policies, at all times. Any racist or discriminatory action or verbal statement may result in dismissal.

- All staff must work within all other policies of this setting, at all times and to the best of their abilities.
- The director will monitor all staff in this respect, and failure to do so may evoke a disciplinary procedure or require specific training.
- Staff must not be under the influence of alcohol or any other substance likely to affect their ability to work with children
- Staff taking medication should seek advice re their ability to work with children
- The setting will ensure that staff only work directly with children if medical advice confirms medication will not impair their ability to work with children.
- Only when absolutely necessary, staff medication may be kept on the premises for the duration of a session.
- That medication will be kept in the top cool cupboard in the kitchen, away from children.

DISQUALIFICATION

- Should this setting become aware of information, which may lead to disqualification of an employee, the director will inform that employee that they are suspended, pending investigation.
- Should an employee in the setting become disqualified that employee's employment will terminate immediately.

Details including date, court, conviction or other grounds for disqualification, a certified copy of the conviction and details of the sentence.