



Personnel Policy

Spice Childcare's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development.
- The requirements of the Early Years Foundation Stage and Ofsted's Early Years Directorate.
- The needs of the children including maintaining continuity of care.
- Compatibility between all members of staff and the building of a good team spirit.
- Considerations 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.

We will ensure:

- The provision of a personnel 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.
- Prior to commencement of employment the successful applicant will be provided with an offer letter (conditional on an enhanced Criminal Record Bureau clearance) with the job description and induction procedure.
- New members of staff will have access to all the policies and procedures and we will ensure their understanding and adherence to these over an induction period.
- Harassment of any member of staff relating to race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third party harassment by those not employed by the setting.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	