



## Hopton school house Playgroup and OOSC policies

# 2.1 Employment Policy

## Policy Statement

At Hopton school house we are committed to employing suitably qualified, experienced, and motivated staff who are dedicated to providing high-quality care and education for children.

We are an equal opportunities employer and aim to create a supportive, inclusive, and professional working environment where all employees are treated fairly, with dignity and respect.

We recognise that our staff are our most valuable resource and are committed to supporting their professional development, wellbeing, and career progression.

## Aims

This policy aims to:

- Ensure fair and lawful employment practices.
- Promote safer recruitment procedures.
- Attract and retain high-quality staff.
- Support staff wellbeing and development.
- Ensure compliance with employment legislation.
- Promote equality, diversity, and inclusion.
- Safeguard children by ensuring all staff are suitable to work with them.

## Legal Framework

This policy is based on:

- Employment Rights Act 1996
- Equality Act 2010
- Children Act 1989
- Children Act 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018



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- UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Health and Safety at Work etc. Act 1974
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- Immigration, Asylum and Nationality Act 2006

## **Equal Opportunities**

The setting is committed to promoting equality and diversity.

Recruitment, selection, training, promotion, and employment decisions will be made without discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We value diversity and encourage applications from all suitably qualified individuals.

## **Safer Recruitment**

The setting follows safer recruitment procedures to protect children from harm.

Before employment begins, the following will be completed:

- Application form
- Interview process
- Verification of identity
- Verification of qualifications
- At least 2 References must be obtained
- Enhanced DBS check
- Children's Barred List check where applicable
- Right to work checks



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- Health declaration
- Verification of employment history

Any concerns identified during recruitment will be investigated before an appointment is confirmed.

## **Induction**

All new staff will complete an induction programme covering:

- Safeguarding and child protection
- Health and safety
- Emergency procedures
- Policies and procedures
- Staff code of conduct
- Confidentiality
- Whistleblowing
- Behaviour management
- Prevent Duty
- Online safety

Induction will help staff understand their responsibilities and expectations within the setting.

## **Probationary Period**

All new employees will be subject to a probationary period of 3 months ( with the possibility to extend to 6 months)

During this period:

- Performance will be monitored.
- Regular supervision meetings will take place.
- Additional support and training may be provided.

Successful completion of probation will be confirmed in writing.

## **8. Staff Qualifications and Training**

The setting is committed to continuous professional development.



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Staff are expected to:

- Maintain relevant qualifications.
- Complete mandatory training.
- Attend professional development opportunities.
- Keep knowledge and skills up to date.
- Manager to take safer recruitment training

Training may include:

- Paediatric First Aid
- Safeguarding
- Food Hygiene
- SEND
- Behaviour Management
- Health and Safety
- EYFS Updates

## **9. Supervision and Appraisal**

All staff will receive regular supervision sessions.

Supervision aims to:

- Support professional development.
- Discuss performance and wellbeing.
- Identify training needs.
- Address concerns promptly.

Annual appraisals will provide opportunities to review achievements and set future objectives.

## **10. Staff Conduct**

Employees are expected to:

- Act professionally at all times.
- Promote children's welfare.
- Maintain confidentiality.
- Follow all policies and procedures.
- Treat colleagues, children, and families with respect.



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- Demonstrate positive role-modelling.
- Dress appropriately – Secure shoes (no flip-flops), Crocs must be worn in 'sport mode' Uniform top or other round neck top in hotter weather. Trousers or Shorts(no short shorts)or mid lengths.

Any breach of professional conduct may result in disciplinary action.

## **Attendance and Timekeeping**

Staff are expected to:

- Attend work for their contracted hours
- Arrive punctually.
- Notify the setting promptly if absent.
- Follow absence reporting procedures.

Persistent lateness or unauthorised absence may be managed through the disciplinary process.

## **Staff Wellbeing**

The setting recognises the importance of staff wellbeing.

We will seek to:

- Promote a positive working environment.
- Encourage open communication.
- Provide support where possible.
- Monitor workloads appropriately.
- Promote work-life balance.
- Carry out supervisions (3 per year)
- Annual appraisals
- Support meetings as requested

Staff are encouraged to discuss wellbeing concerns with their manager.

## **Confidentiality**

Employees must maintain confidentiality regarding:



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- Children and families.
- Staff information.
- Business information.
- Safeguarding concerns.

Confidential information must not be disclosed without appropriate authority unless required by law or safeguarding responsibilities.

## Whistleblowing

Employees have a duty to report concerns regarding:

- Safeguarding.
- Professional misconduct.
- Unsafe practices.
- Illegal activities.

Staff will not suffer detriment for raising genuine concerns in good faith.

Concerns should be raised in accordance with the **setting's Whistleblowing Policy**.

## Disciplinary Procedures

Where standards of conduct or performance are not met, the setting will follow fair disciplinary procedures.

Possible outcomes may include:

- Informal guidance
- Formal warnings
- Final written warning
- Dismissal

**Serious misconduct may result in immediate dismissal.**

## Grievance Procedure

Employees who have concerns relating to their employment should raise them through the setting's grievance procedure.



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The setting aims to resolve concerns fairly, promptly, and confidentially.

# Data Protection

The setting will process employee information in accordance with:

- Data Protection Act 2018
- UK GDPR
- Personal information during employment will be kept up to 6 years after termination of contract/change of Job.

Personnel records will be stored securely and accessed only by authorised individuals.

# Safeguarding Responsibilities

All employees share responsibility for safeguarding children.

Staff must:

- Read and understand safeguarding procedures.
- Report concerns immediately.
- Maintain professional boundaries.
- Understand their duty to promote children's welfare.
- Complete SG training every 2 years.

Failure to comply with safeguarding requirements may result in disciplinary action and referral to external agencies.

# Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Equality and Inclusion Policy
- Whistleblowing Policy
- Grievance Policy
- Disciplinary Policy
- Health and Safety Policy
- E-Safety Policy
- Confidentiality Policy



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