



Recruitment and Retention Policy

At Pre-School we strive to maintain our high staff/child ratios and Job vacancies are identified when the need arises for example, a member of staff reduces their hours or resigns, or a special needs child joins the setting and needs extra care that cannot be covered by staff already present due to staff/child ratios or qualifications required. All roles have a job description and person specifications.

Job vacancies are advertised within Pre-School on the notice board, in the village on the notice boards and in the local press. Generally, posts are advertised for at least two weeks with the closing date for applications clearly visible. In exceptional circumstances posts may be advertised for more or less time. Applicants are invited to apply in writing or person with their C.V. to the Chairperson of the Committee, or in exceptional circumstances to the Pre-School Leader.

A shortlisting of applicants is undertaken by the main officers of the Committee (Chairperson, Secretary, and Treasurer) together with the Pre-School Leader. Interviews are then undertaken with the same four people present. We obtain at least two references with at least one being from an ex or current employer. An enhanced DBS check is also undertaken on all successful applicants before employment will begin. Once all checks are undertaken a formal offer of employment is made in the form of a letter.

All staff have contracts of employment, along with a copy of our Grievance and Disciplinary procedures. The contracts include hours of work, rates of pay, holiday and sickness entitlements and general information about our setting.

All new staff inductions are undertaken by the Pre-School Leader before employment begins, with the help of an induction checklist. This is done so that it ensures all staff are aware of how the setting runs and where things are before they are working with the children. New staff are made aware of any allergies or health problems of any children within the setting, this ensures the welfare of all children at all times.

Supervision meetings for all staff are carried out by the Pre-School Leader and an annual appraisal is carried out by the Pre-School Leader and the Chairperson of the Committee each October. These meetings are held so that staff and leaders have an opportunity to voice any concerns that they may have and to praise also. The need for training is also discussed at these meetings.

Training is undertaken at regular intervals with all staff attending at least four courses a year. Training needs are identified by the Pre-School Leader and the member of staff concerned. Copies of all training attended are held by the Pre School leader.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.