

The Barn Education Association Human Resources Policy

1. Statement of Intent

We aim to offer excellent care and education to our children, and acknowledge the key role our staff have to play in achieving that aim. All of our policies and practices are designed to support our staff in providing the consistently high standard of care our parents and families have come to expect at the Barn Nursery.

Our staffing ratios will be set in line with the requirements of the Statutory Framework for the EYFS (2017) Safeguarding and Welfare Requirements to ensure that staff can give our children sufficient levels of individual attention and to guarantee our high standards of care and education.

All of our staff will be appropriately qualified and experienced, and we carry out checks for criminal and other records through the Disclosing and Barring Service (DBS) in accordance with statutory requirements. Staff are required to sign a Suitability Declaration and Staff Disqualification Declaration.

2. Recruitment

2.1. Equal Employment Opportunities (EEO)

We welcome applications for vacancies from **all** suitably qualified and experienced applicants, and will ensure that only non-discriminatory criteria relevant to performing the role will be considered when evaluating candidates. Applicants will therefore be considered on the basis of their suitability for the role, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

2.2. Assessment Process

Applicants will be provided with a job description for the post, which will outline the roles and responsibilities of the position.

We undertake checks with the Disclosing and Barring Service (DBS) as part of our assessment process when recruiting new staff. We also require two references and will, a part of our process, check each reference thoroughly. We will offer any shortlisted candidates the opportunity of an interview as part of our assessment process.

New staff will sign mandatory suitability declaration form.

Any job offer made will require the acceptance to perform the duties described in the Job Description.

2.3. Qualifications

We expect that all of our staff will either hold or be prepared to work towards a minimum of Level Two CACHE Diploma and will be prepared to work towards a Level Three CACHE Diploma or equivalent.

2.4. Orientation

New staff members will be provided with a structured orientation plan and programme within the first week of employment to assist them to settle in to the setting quickly and effectively. This programme will include providing information on our Health and Safety Policy and Safeguarding and Child Protection Policy. A 'mentor' will also be assigned'

3. Training

All staff will be provided with regular in-service training through the Achieving for Children Workforce Development Training or and other external providers.

4. Appraisals

We support our staff by providing regular feedback on their performance through informal discussions and structured supervision meetings and appraisals. We also hold regular supervision meetings and staff members are encouraged to lead this process through reflection and discussion.

All staff will be appraised according to the roles and responsibilities outlined in their job description.

In addition to the formal appraisal process, we hold regular staff meetings to undertake curriculum planning and to discuss the children's progress, their achievements and any challenges or difficulties that may have arisen.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider


Name of signatory

Role of signatory (e.g. chair, director or owner)

The Barn Nursery

January 7th 2019

January 2020



FREDERICK NEW

Director.