

Once Upon A Time Nursery
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Personnel Policy

Wales: NMS
13.9

At **Once Upon a Time Nursery** we aim to have a high quality team of staff that act at all times in the best interests of children's safety and welfare. To achieve this we have a range of policies to support the recruitment, development and retention of staff.

The nursery'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 National Minimum Standards
- The needs of the children including maintaining continuity of care
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of every 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:

- All interviews will follow our recruitment procedures to ensure safe and fair recruitment occurs
- The provision of a statement of terms and conditions and contract for every member of staff in employment.
- New members of staff will be provided with copies of all the policies and procedures and we will ensure their understanding and adherence to these over an induction period

Discrimination or harassment of any member of staff relating to race, sexual orientation, gender, gender reassignment, age, religion or belief, or disability will not be acceptable. This includes unwanted verbal or physical third party harassment by those not employed by the nursery.