



**Liskeard Child Development Centre
Sunshine Room**

29. Personnel

The CDC'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 development, Safeguarding and Welfare 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 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 person specification and job description for each member of staff prior to an interview.
- 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 each member of staff on employment (contract to be received by new employee within two months of commencement of employment).
- Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on an enhanced Disclosure and Barring Service (DBS) clearance and appropriate references) with the induction

procedure and any details of other information relevant for their first day of work.

- 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.
- 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 CDC.
- We will offer regular supervision and support.

Internal use only

This policy was adopted on	
Signed on behalf of the CDC	
Date disseminated to staff	
Date for review	