



## Stower Vale Pre-School

### EMPLOYMENT POLICY

Stower Vale Pre-School will, at all times, endeavor to act as a good employer by adopting policies, procedures and working practices that meet all legal requirements. Information will be made available to staff, this will include a copy of all the policies and procedures used in the setting. Staff will be made aware of their rights in employment matters.

All vacancies will be advertised within the setting, as well as externally, and appropriately qualified and experienced members of staff will be encouraged to apply for promotion whenever opportunities arise. Procedures for appointing new members of staff will be followed rigorously to ensure fairness for everyone.

All members of staff including Bank Staff will have a written contract of employment setting out the roles and responsibilities of the position, hours of work, salary, holiday entitlement, arrangements for sick pay, probationary period, of notice and retirement age. A copy of the setting's disciplinary and grievance procedures will be provided along with this contract.

Temporary employees and bank staff will have their roles explained to them, will be given a copy of the setting's policies and procedures and will know who to ask for advice and guidance.

Trainees will be assigned a mentor, who will be responsible for supporting them to understand their role. Any member of staff awaiting the completion of an enhanced disclosure will be supervised in the setting at all times.

Pre-School will do all that it can to help employees to achieve the work-life balance that is right for them as individuals by being as flexible as possible when drawing up weekly rotas. Staff members are encouraged to discuss any requests for changes in working arrangements with the Play Leader & Committee.

The professional image of Stower Vale Pre-School is dependent on the way in which members of staff conduct themselves. Employees will be encouraged to take pride in the important job that they do and to be courteous, friendly and positive in all interactions with children, parents and colleagues. Individual members of staff are expected to have a neat, smart appearance at all times.

Smoking is not permitted anywhere in the setting or the vicinity of the setting and it is requested that members of staff who are smokers do not smoke while they are in uniform. Alcohol consumption is not permitted on the premises, unless in association with a social event organized by the Committee. Any employee found to be under the influence of alcohol or drugs will be dealt with under the setting's disciplinary procedures. **Mobile Phones must to be kept in the locked filing cabinet and on silent at all times.**



Stower Vale Pre-School appreciates the time, effort and goodwill that employees put into the work that they do.

[Linked Policy](#) [Mobile Phone Policy](#)