STAFFING POLICY/ RECRUITMENT OF EX-OFFENDERS

At St. John's Sunshine Pre School, we believe in the importance of supporting new and old staff through their own personal development as well as ensuring they feel happy and part of the team. The Pre School know the importance of retaining all their staff for long periods to promote continuity for the children. Staff's commitment and effort is what makes St. John's Pre School the best it can be.

The Pre School will ensure that all staff attend regular training to continue their personal development and maintain qualifications required for the Pre School. The Pre School is committed to the following;

- A full induction
- A regular appraisal
- Regular staff meetings to discuss the Pre School
- Information about training and qualifications.
- Peer observations

Staff induction

This will include the following;

- A tour of the Pre School
- A named mentor that will assist you whilst at the Pre school
- Time to read the Policies and Procedures (these can be emailed to you upon request)
- Shown the fire procedures
- A short discussion with the manager with regard to concerns, training and any questions you may have.

Appraisals

The main purpose of an appraisal is to review the performance of the employee and to gain an insight into what the employee feels has gone well and not so well. The appraisal will also put in to writing any areas the employee would like training in for their personal development within the Pre School. The Manager will complete the appraisals for all staff and either the Chair of Committee or the Deputy will carry out the Manager's appraisal.

Peer observation

These will be carried out throughout each term, employees will be given a colleague to observe during the term. The two staff members will discuss the outcome of the observation after it has been carried out, any areas of development from all peer on peer observations will be discussed at a staff meeting at the end of term. Staff meetings

Regular staff meetings will be held. During these the Manager will discuss any concerns, any changes to information, in house training, staff to share information from any training they have attended and to discuss what topics we will be looking at with the children. Staff meetings may contain any other topics seen fit, staff will also be asked if they have anything they wish to say during the meeting.

Along with staff meetings every morning before the children arrive the Manager or Deputy will have a quick chat about the day, and inform staff of any changes or new information.

Training opportunities

St. John's Sunshine Pre School will do our best to support staff through any training they may wish to undertake. All staff are encouraged to attend training to develop their own professional development.

Staff will not be expected to fund any training themselves that is required by the Pre School as there is a budget for staff training.

The Manager will ensure that all staff attend or hold current First Aid certificates, Food Hygiene, Quality and Diversity, Safeguarding Children, Inclusion, Health and Safety. These are all training courses that the Pre School feel are important to the effective running of the Pre School.

RECRUITMENT OF EX-OFFENDERS

St. John's Sunshine Pre School is committed to the fair treatment of its staff, potential staff or users of our services no matter of race, gender, religion, sexual orientation, responsibilities of dependents, age, physical/mental disability or offending background.

As an organisation using the Disclosure and Barring Service (DBS) to access the applicants' suitability for positions of trust St. John's Sunshine Pre School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It

undertakes not to discriminate unfairly against any subject of disclosure based on a conviction or other information revealed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. All positions within the Pre School require a disclosure and this will be made clear on all job adverts and recruitment briefs.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is supplied under separate confidential cover, to a designated person at St. John's Sunshine Pre School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974 unless it is relevant to ask about entire criminal record.

We ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure on behalf of the applicant to revel information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing offer of employment.

We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available upon request.

Having a criminal record will not necessarily bar a person from working with St. John's Sunshine Pre School. This will depend upon the nature, circumstance and background of the offences.