



St Marys Pre-School
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20 Staff recruitment and employment policy and procedure

It is the policy of St Marys Pre-School to recognise the valuable contribution that well qualified and experienced staff make to the experience of children in our care.

We do this by:

- Recruiting staff in an open and inclusive manner that covers advertising, short listing, interviews (including the content of interview questions), interviewer training and interview feedback
- Recruiting staff on the basis of qualifications, skills and experience that best meet the needs of children in our care
- Implementing rigorous vetting procedures in line with CIW requirements at recruitment
- Meeting relevant legislative requirements (CIW, Health and Safety, Data Protection, Equality and Inclusion, and so on)
- Operating a clear and accountable induction period that includes health and safety and child protection policies and procedures in the first week of employment
- Operating a clear and accountable period of probation for each recruit
- Operating a clear and accountable staff discipline procedure
- Expecting staff to undertake continuous professional development and training
- Maintaining individual staff files
- Operating regular and recorded supervision and appraisal meetings between staff and their line managers
- Operating a whistle blowing policy and procedure
- Operating a staff code of conduct.

This **staff recruitment and employment** policy and procedure was passed for use in St Marys Pre-School

On:

By:

Position:

Date of planned review: