

Personnel Policy



Grass Roots Nursery Group: Personnel Policy

Purpose:

To establish guidelines for managing human resources at Grass Roots Nursery Group, ensuring fair and consistent treatment of employees.

Key Principles:

- **Fair Employment Practices:** We adhere to fair employment practices and comply with relevant legislation. We treat all employees fairly and consistently.
- **Respectful Workplace:** Foster a respectful and inclusive workplace environment.
- **Equal Opportunities:** Promote equal opportunities for all employees.
- **Professional Development:** We support staff development and continuous learning.

Recruitment and Selection

- Utilise Bright HR software to support recruitment and selection processes.
- Advertise vacancies appropriately through Indeed and Settings Social Media.
- Assess candidates based on safeguarding, qualifications, skills, and experience.
- Ensure references are requested and reviewed for all new staff, including assistants, as part of safer recruitment procedures, before employment
- Conduct interviews in a fair and unbiased manner.
- Conduct thorough reference and DBS checks.
- Make job offers in writing via email.

Employment Contracts

- Use Bright HR software to generate and manage employment contracts.
- Ensure contracts comply with employment law requirements.
- Review and update contracts as necessary.

Induction, Training and Development:

- Provide a comprehensive induction program for new staff.
- Offer ongoing training and development opportunities to enhance staff skills and knowledge.
- External safeguarding training, which will include all required content as outlined in Annex C of the EYFS 2025 framework, is updated every two years.
- Additional internal safeguarding training provided each term that consistently includes safeguarding topics including whistleblowing procedures and safer eating practices, including allergy awareness and supervision during mealtimes. This training is delivered through a combination of face-to-face and online formats.
- Ensure the Designated Safeguarding Lead receives enhanced safeguarding training in line with EYFS 2025 Annex C requirements.
- Assess the effectiveness of the training by gathering feedback and reviewing practice sessions, and implement any required changes accordingly.
- Support the implementation of any training through effective mentoring, professional discussions and peer observations.
- Identify training needs and provide appropriate resources or access to training.

- Support employees in achieving their career goals.

Dress Code and Appearance

- **Practicality:** Wear clean, professional clothing that allows for ease of movement (bending, lifting, and sitting on the floor) without restriction.
- **Modesty & Respect:** To maintain a respectful environment for our families and children, clothing must be modest. This means no low-cut tops, no short skirts, and no high side-slits. Midriffs should remain covered at all times.
- **Safety:** Footwear must be flat, enclosed, and non-slip—no flip-flops, sandals, or heels. Jewellery must be kept to a minimum to prevent being pulled or caught during play.
- **Professionalism:** Clothing must be free from offensive language, political slogans, or inappropriate imagery.
- **Preparedness:** We recommend keeping a spare change of clothes on-site in case of "messy play" or accidents.
- **Final Authority:** The Nursery Manager has the final say on what is considered appropriate; staff may be asked to change if their attire is deemed a safety risk or unprofessional.

Working Hours and Pay

- Establish clear policies regarding working hours, overtime, and pay.
- Ensure compliance with minimum wage and working time regulations.
- Use Bright HR software and famly to manage payroll and timekeeping.

Performance Management

- Utilise Bright HR software to track employee performance and set objectives.
- Provide regular feedback and coaching.
- Conduct performance reviews.
- Conduct supervisions three times per year and one appraisal per employee.

Discipline and Grievances

- Use Bright HR software to document disciplinary matters and grievances.
- Address disciplinary matters fairly and consistently.
- Provide employees with the opportunity to raise grievances.

Equal Opportunities

- Promote equal opportunities for all employees, regardless of protected characteristics (e.g., race, gender, disability, religion).
- Take steps to prevent discrimination and harassment.

Staff Welfare

- Prioritise staff well-being and offer support for any personal or professional challenges.
- Address any concerns or complaints promptly and confidentially.

Health and Safety

- Prioritise health and safety in the workplace.

- Conduct regular health and safety assessments.
- Provide training on health and safety procedures.

Maternity and Paternity Leave

- Comply with maternity and paternity leave legislation.
- Use Bright HR software to manage maternity and paternity leave, including risk assessments.
- Provide support and guidance to employees during leave periods.

Confidentiality

- Maintain confidentiality of employee information.
- Use Bright HR software to securely store and manage employee data.

Online Safety Policy Compliance

- All staff members are required to read and understand the setting's policies relevant to online safety.
- Ensure that everyone is aware of their responsibilities in maintaining a safe online environment.
- Be aware of the need to manage their digital reputation, including the appropriateness of information and content that they post online, both professionally and personally.

Review and Updates

- Regularly review and update the personnel policy to ensure it remains relevant and compliant with current legislation.
- Seek feedback from employees to identify areas for improvement.

By utilising Bright HR software and implementing this revised personnel policy, Grass Roots Nursery Group can streamline HR processes, improve efficiency, and ensure a fair and equitable workplace environment.

Grass Roots Nursery Group: Personnel Policy

Purpose: This policy aims to establish comprehensive guidelines for managing human resources at Grass Roots Nursery Group, thereby ensuring the fair and consistent treatment of all employees.

Key Principles: The key principles underpinning this policy include the fair treatment of all employees, the promotion of equal opportunities, the fostering of a respectful and inclusive workplace environment, and adherence to relevant employment laws and regulations.

Recruitment and Selection: Grass Roots Nursery Group adheres to the government's statutory guidance and safeguarding recommendations during the recruitment process. We advertise vacancies appropriately and assess candidates based on their qualifications, skills, and experience. Interviews are conducted in a fair and unbiased manner, ensuring compliance with safeguarding protocols, and job offers are made in writing.

Employment Contracts: Employment contracts are generated and managed using Bright HR software, ensuring compliance with employment law requirements. Contracts are reviewed and updated as necessary to maintain their relevance and compliance.

Working Hours and Pay: Policies regarding working hours, overtime, and pay are clearly established. Compliance with minimum wage and working time regulations is ensured, and Bright HR software is employed to manage payroll and timekeeping.

Performance Management: Employee performance is tracked, and objectives are set using Bright HR software. Regular feedback and coaching are provided, and performance reviews are conducted to support employee growth and development.

Training and Development: Opportunities for professional development and training are offered. Training needs are identified, and appropriate resources are provided to support employees in achieving their career goals.

Discipline and Grievances: Disciplinary matters and grievances are documented using Bright HR software. These matters are addressed fairly and consistently, providing employees with the opportunity to raise grievances.

Equal Opportunities: Equal opportunities are promoted for all employees, regardless of protected characteristics such as race, gender, disability, or religion. Steps are taken to prevent discrimination and harassment in the workplace.

Health and Safety: The health and safety of the workplace are prioritized. Regular health and safety assessments are conducted, and training on health and safety procedures is provided to all employees.

Maternity and Paternity Leave: Compliance with maternity and paternity leave legislation is ensured. Bright HR software is used to manage leave and provide support and guidance to employees during these periods.

Confidentiality: The confidentiality of employee information is maintained and securely managed using Bright HR software.

Online Safety Policy Compliance: All staff members are required to read and understand the setting's policies relevant to online safety. This ensures that everyone is aware of their responsibilities in maintaining a safe online environment.

Review and Updates: This policy is regularly reviewed and updated to ensure its relevance and compliance with current legislation. Feedback from employees is sought to identify areas for improvement.

By utilizing Bright HR software and implementing this revised personnel policy, Grass Roots Nursery Group aims to streamline HR processes, improve efficiency, and ensure a fair and equitable workplace environment.