

Policy Summary

This policy outlines our commitment to maintaining up-to-date confidential personnel files on our employees and contractors. It includes our procedures on recruitment, safety checking, appointment, induction, appraisal and providing employees/contractors with on-going professional development. Staff and educators are expected to be familiar with this policy and abide by it.

Purpose Statement

We aim to ensure all employees are treated with personal dignity in a sound, fair, and respectful manner in accordance with the current terms of their individual employment agreement and identified good practice.

Policy Principles

- We are committed to ensuring:
 - All employees are:
 - Provided with a written Individual Employment Agreement and a job description which are kept in their individual staff files. These files will be kept up-to-date and in a secure location.
 - Safety checked as per the Vulnerable Children Act 2014.
 - Fully inducted in their role when they commence.
 - Appraised annually against their job description.
 - Provided with a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans.
 - All contractors are:
 - Provided with a written Individual Contract which are kept in their individual educators files. These files will be kept up-to-date and in a secure location.
 - Safety checked as per the Vulnerable Children Act 2014.
 - Fully inducted in their role when they commence.
 - Appraised at monthly visits by the Visiting Teachers.
 - Provided with a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans.
- We are committed to being good and fair employers.
- We will always comply with relevant legislative responsibilities.
- This policy will be reviewed at least every three years.