

# Personnel Policy

## 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 kaiako with on-going professional development. Kaiako 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.