

Staff Employment Policy



Burton Pre-School Playgroup believes that all employees are employed on an equality basis without discrimination. The best person will be employed for the particular position available at the time. Each new member of staff will be employed initially for a three month probation period. At this point an "end of probation" meeting will take place to decide if a permanent contract is to be offered.

Each staff member will receive the same opportunities to enhance their career prospects and continue their professional development at their own rate.

Training opportunities are given as they become available (usually termly through Early Years) and staff are encouraged to attend as many as they can, subject to availability.

All employees are employed subject to satisfactory DBS checks and references. At no time before these are received are staff left unattended with children. Although on occasions qualifications are paramount, experience and knowledge will always be considered where qualifications are unavailable.

Recruitment, Selection & Induction

All applicants will follow the same procedure whether applying internally for promotion or externally for new employment.

When a job vacancy becomes available it will be firstly advertised, if necessary through the local press.

A closing date will be given where all applications should be returned by.

All applications will be carefully considered and all of those that meet the requirements of the position will be called for interview.

Interviews will be held initially by more formal question & answer by the playgroups owners and manager. Following this, the applicant will be asked to spend some time with the children and staff within the playgroup. Staff will be asked for their comments on the applicant.

All of this information will then be evaluated between the owners and the manager and a decision will be made. Where there is more than one potential applicant, a second interview will be arranged and a series of further, more specific, questions will be asked.

Staff Employment Policy



A few days before the commencement of employment of a new staff member, an induction day will be arranged where that staff member will be shown around and asked to check a series of questions to ensure they have a good starting point on their first day of employment with us.

This member of staff will then be closely monitored throughout their three month probation period.

Recruitment of ex-offenders

As an organisation using the Disclosure Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Burton Pre-school Playgroup 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 a Disclosure on the basis of a conviction or other information revealed.

Burton Pre-School Playgroup is committed to the fair treatment of it's staff, potential staff or users of it's services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

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 & experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, 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 sent under separate, confidential cover, to a designated person within Burton Pre-School Playgroup and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Staff Employment Policy



Unless the nature of the position allows Burton Pre-School Playgroup to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Burton Pre-School Playgroup who are 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 on the subject of any offences or other matter that might be relevant to the position. Failure to reveal any information that is directly relevant to the position sought could lead to a withdrawal of an 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 on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.