

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

## Hampstead Hill School: Personnel Policies



All policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, care and development.
- The requirements of The Children Act 1989 and the Early Years Foundation Stage Welfare requirements.
- The requirements of OFSTED.
- Compatibility between all members of staff and the building of a good team spirit.
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
- Equal pay for work of equal value taking into account experience and length of employment.
- Compliance with the current laws of the land.
- The provision of a job description for each member of staff.
- The provision of a contract for each member of staff.
- When recruiting members of staff, the applicant should be made aware of the policies and procedures in place, especially those relating to discrimination.
- Prior to commencement of employment the successful applicant will be provided with an offer letter (conditional on acceptance by OFSTED where applicable, suitable references and clearance by the Disclosure and Barring Services) with the job description and induction procedure.
- Harassment of any member of staff which can be classed as sexual or racial in the eyes of the Principal will not be acceptable. This includes unwanted verbal or physical advances. The key factor in assessing harassment is whether it is unwanted.

**Taking into consideration all aspects of the Personnel Policies, overriding at all times will be the welfare of the children and the overall quality of Hampstead Hill School.**

### Related Policies:

- Appraisal Policy and Procedure

- DBS Policy
- Equal Opportunities Policy
- Equality Policy
- Family Friendly Policy
- Health and Safety Policy
- Induction Policy
- Recruitment Policy
- Recruitment of ex-offenders Policy
- Sickness and Absence Policy
- Staff Bullying and Harassment Policy
- Training and Development Policy
- Pastoral Care Policy

Date adopted: September 2016

Updated September 2016

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read 'A Taylor', is positioned above the 'Signed:' label.

Signed: