

POLICY NO.14 EMPLOYMENT POLICY**REV: 09 DATE: 18.07.2022**

Under the regulations of the Equality Act 2004, Scamps & Scholars Childcare Centre is committed to ensuring that the principles and practices of equality of opportunity in terms of gender, disability, ethnic origin, membership of the travelling community, family status, sexual orientation, age, religious belief or marital status shall apply to all conditions of service of our employees, including recruitment, selection, promotion, career development, pensions, training and special leave entitlements. We will comply with all employment legislation in this area, including:

RECRUITMENT:

- Positions should be advertised internally and externally to ensure recruitment from the widest possible field, and in accordance with current Equal Opportunities Legislation.
- Selection for employment must be on the basis of suitability for the advertised post, in line with current Equal Opportunities Legislation. It should be made clear for each position that internal applicants will be treated on equal terms with external applicants or will be given preference if their suitability is equal.
- This Centre will provide short-listed candidates with full information, including job description. These should be revised for each new post advertised.
- A suitable interview panel, consisting of not less than two people will select from among the short-listed candidates.
- External interviewers may be used at each recruitment round where appropriate, with a minimum of one per round of recruitment.
- The selection will be made on the basis of:
 - Training/qualifications
 - Experience
 - Ability to work with children, parents and other adults, including members of other professional bodies
 - Understanding the value of play
 - Suitable references
 - Vetting/Garda Clearance
 - Suitable personality
- All employees will be issued with written terms and conditions of employment and a signed contract of employment.
- Two written references will be required prior to the person starting their role at the centre. As per legislation, such references will be verified.
- Garda vetting will be undertaken for all staff, and specifically for those who have direct contact with children. For such staff, it will not be possible for them to assume full responsibilities in relation to working with children until Garda vetting has been satisfactorily achieved.
- Confirmation of all appointments will be subject to satisfactory completion of a period of probation.
- An induction programme will be provided for all employees on the commencement of their employment which may take the form of “on the job” training.
- Salary levels are documented on a salary scale according to years experience and qualification level.
- Salary increments are subject to funding and the centre making a sufficient financial surplus.
- Salaries are to be reviewed on an annual basis. Increments are paid until top of scale is reached.
- The Childcare Centre must conform to its legal obligations as an employer in relation to registration and taxation.

TRAINING

- The Childcare Centre will encourage staff to take advantage of such training opportunities as are relevant to staff development and to the good of the service.
- A training budget will be put in place annually (not withstanding having the financial resources to do same) and this will be open to all staff to utilise to access external relevant training. No guarantees can be afforded to any employee re this funding and funding for training will be managed by the manager and will be prioritised to gain the maximum benefit for the centre and / or the staff. An agreement may be in place with criteria for staff to meet when the training is on going and / or completed.
- Supported funding may vary relative to the level of course undertaken.
- Time-in-lieu will be offered for approved training as per terms of employment.
- The management will cover cost of training where possible and appropriate for approved courses.
- The Childcare Centre will provide opportunities for internal training, e.g. staff meetings, workshops etc.

REFERENCES

- Staff members who are leaving the centre will be provided with a general written reference or a statement of employment, providing essential details relating to their employment in the centre.
- This will include details such as start and finish dates, roles and responsibilities.
- Any employee who is with us for a short period of time will be given a statement of employment with basic employment details presented in same.

C.E./R.S.S. Staff

- Prospective staff will be interviewed and references will be checked in consultation with the scheme supervisor.
- Garda clearance and confidentiality agreement will be put in place.
- While in centre staff will be assigned an immediate supervisor who will provide support and guidance as necessary.
- C.E./ R.S.S. staff will be provided with a copy of the centre's Policies and Procedures to be read, discussed with Manager and signed.
- Working hours will be agreed in advance and CE/RSS staff are expected to comply in full.
- C.E./RSS staff will be released for training as required by the scheme but advance notice is essential for those in childcare placement in order that the centre can organise replacement cover.

Employee Code Of Conduct:

To maintain a commitment to Professionalism the employee shall:

1. Promote Scamps & Scholars philosophy/values as outlined in the policies and procedures and educational objectives.
2. Support ethical conduct
3. Engage in ongoing staff development to improve personal and professional skills (e.g. Interactive meetings, positive response to constructive feedback)
4. Maintain professional relations by employing effective communication skills (e.g. positive discussion of issues) and conflict resolution (e.g. immediate non-threatening problem solving strategies with the appropriate persons).
5. Attend designated meetings (i.e. network meetings), as well as internal and external training events.
6. Is responsible role model for the centre community.
7. Works as a member of a team with the Manager to offer support and develop a plan of action.

8. Promote open communication with parents on a daily basis
9. Demonstrate a need for confidentiality.
10. Will respect, involve, include fully and appreciate the contributions of other adults operating within their room (e.g. colleagues, other professionals & parents)
11. Be committed to work in partnership with team members & parents
12. Be non judgemental in dealing with children, staff, parents and wider community.
13. Be willing to share knowledge and expertise in ways that support professional development and teamwork.
14. Be able to communicate well with colleagues, parents, other agencies and children irrespective of their culture, religion and gender
15. Promotes pride in centre through maintaining physical surroundings.
16. Support your colleagues in their everyday employment.

Also reference Policy no. 44 Dignity at Work policy.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____
(On behalf of the Board of Directors)