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**Stepping Stones Pre School**

**Employment Policy**

Stepping Stones Pre School is committed to the safeguarding of all children who use the setting and all jobs will be fairly advertised. All candidates will be notified that enhanced DBS checks will be completed before the candidate is officially given the position. Commitments to implementing the group’s equal opportunities policy will form part of the job description for all workers.

The Preschool will appoint the best person for the job and will treat fairly all applicants for the job and those appointed. All application forms will be checked against the job specification to find the most suitable candidates.

Documents will be sought for identification purposes to confirm that applicants are suitable to work in the U.K. All candidates Employment history will be checked for any gaps and changes.

Applicants must be medical capable of carrying out the job.

Applicants without suitable training will be required to gain relevant qualifications as soon as the trial period is over and will need to show a continual enthusiasm for further training. Applicants with relevant qualifications will be given preference over non qualified applicants. Staff undertaking level 3 EYE qualifications must have a suitable level 2 qualification in Maths and English. All level 2 and 3 applicants will be required to pass a Paediatric first aid qualification.

A three month trial period will form part of the job description for all workers and a three month review will be given. An acceptable trial period must be agreed with the play leader and committee before a contract of employment is issued. When the trial period shows work that is not of the required standard an extended trial period may be required.

All staff will have a written statement of employment on starting their term of employment. This will include variable working hours, paid leave other than sick pay, benefits, probationary periods and training. Employees will be notified of any changes in any terms and conditions.

From the 6th April 2020, following the loss of a children under the age of 18 Or a still birth after 24 weeks of pregnancy, employees with 26 weeks of continuous service will be entitled to two weeks paid leave at the statutory rate. Employees with less than 26 weeks continuous service will be entitled to unpaid leave.

From 6th April 2020 the reference period (the period of time which is used to determine a week’s pay when calculating holiday pay for workers with irregular hours) will increase from 12 weeks to 52 weeks, or for those having worked for less than 52 weeks, the number of completed weeks for which they have worked.

**THIS POLICY WAS ADOPTED AT A MEETING OF THE**

**PRE SCHOOL HELD ON (DATE)...........................................................**

**SIGNED ON BEHALF OF THE PRE SCHOOL..........................................**