

Registered Charity No. 1033185

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| Title: | **STAFFING AND SUITABLE PEOPLE POLICY** |
| Outcome Statement: | Hainford & Frettenham Pre-school Learning Alliance is committed to equal opportunities. We aim to adhere to our policies in relation to the recruitment of new staff and supporting existing staff in their employment and personal development.  |
| To meet the standards as part of: | OfstedEYFSEarly Years Alliance |
| Applicable to & For use by: | Committee Members, Staff, Student, Volunteers |
| Appendices: |  |
| Last reviewed:  | February 2025 |
| Reviewed by: | Hainford & Frettenham Pre-school Supervisor & Chairperson  |
| Date of Committee Meeting policy adopted at: |  |
| Chairperson Name and Signature: |  |
| Review Date: | February 2025 |

**STAFFING AND SUITABLE PEOPLE**

Staff are our Pre-School’s most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to supporting good training and development for staff so that they can perform their roles both efficiently and effectively.

The Pre-School is committed to providing for staff:

* A full induction process
* A regular system of supervisions and appraisals.
* An up-to-date record of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the setting and the EYFS Statutory Framework. The details of staff member’s next of kin are also kept within their personal file.

Staff salary and fees are reviewed annually.

**Staffing Requirements:**

Supervisor/deputy hold a minimum of Level 3 qualification and other staff members are trained to a minimum of level 2 qualifications. Any person employed by the pre-school who does not hold the required qualification will either be completing their training or must be willing to train. The setting employs at least one member of staff with an Early Years SENCo qualification.

Staff will be provided with Hainford & Frettenham Pre-school uniform to wear during work hours. This is a mandatory requirement. Suitable clothing and sensible foot wear must be worn at all times during sessions.

All staff must agree to comply with their job descriptions. Terms and conditions of employment, employees are:-

* required to observe the up-to-date Health and Safety at Work Act
* required to support the Committee in funding-raising events and to attend meetings as required
* entitled to Statutory Sick Pay
* required to abide by the terms and conditions of the Policies and Procedures of the Pre-School.

**Employee & Employer Rights;**

A written contract is drawn up between the staff and the officers, signed by the staff and Chairperson. The contract outlines terms and conditions of employment as per the job description. Copies of the contract are held by the staff and officers. Any queries from staff are referred to the officers.

New staff, issued with a substantive contract, will be subject to a 3 month probationary period under the setting. Contracts will be reviewed just prior to the end of the probationary period, during a Review Meeting held by the Chairperson and Pre-school Supervisor. This meeting will allow feedback to be received by both parties and the decision is made if the contract is to be withheld. The preschool can extend the trial period at its discretion.

**The Role of Staff**

During the session:

* The adult to child ratio within a session is a minimum of:

 - children aged two years of age: 1 adult to 4 children

 - children aged three and four years of age: 1 adult to 8 children

 - adult to child ratio on outings: 1 adult to 2 children.

* All Staff will implement the Equal Opportunities Policy at all times.
* Staff to make a point of welcoming each child on arrival and be available to speak to parents/carers.
* We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person speaks regularly with the family for discussion and consultation on their child's progress.
* Children are supervised at all times.
* All staff will ensure activities are supervised and each part of the room remains attractive to the children.
* All staff must be constantly aware of the needs of the children so that no child can be quietly distressed or be causing concern amongst the children by disruptive actions.
* All staff must ensure that all accidents are recorded in the accident book with details of the treatment and that the parent/carer is told at the end of the session, asked to sign the book and given a copy of the report.
* All staff must ensure that all incidents and accidents are recorded and advise the parent/carer at the end of the session and ask them to sign the book.
* A designated member of staff for each session will ensure the register is marked as soon as the children enter the setting and total numbers recorded on the display board.

At the end of the session:

* Staff will ensure that all children are collected by someone with authority to do so using a password if necessary. No child can be collected by a minor under the age of 16.
* After the children have left the equipment and toys are then stored away safely.
* All staff must ensure that the room is left clean and tidy.
* All staff to ensure that any broken equipment is reported to the supervisor or an officer of the committee and written on the record

In the Pre-School

* We hold regular staff meetings and training days to provide opportunities for staff to undertake planning and to discuss the children's progress and any difficulties.
* The staff hold, or will train to obtain, the appropriate qualifications in accordance with the Department for Education Early Years Qualification List.
* Regular in-service training is available to all staff, both paid and volunteer members, through Norfolk Early Years, Safer and other recognised organisations.
* Staff training certificates are filed and kept on the premises.
* Our budget includes allocation towards training costs.
* We support the work of our staff by means of regular supervisions.
* We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and follow safer recruitment practices.

**Changes to staff**

We inform Ofsted of any changes in the person responsible for our setting.

**Managing staff absences**

* Staff should only take holiday when the Pre-School is closed. Where staff may need to take time off for any reason other than sick leave or training this must be agreed with the Manager and Committee.
* Where staff are unwell and take sick leave, cover is organised to ensure ratios are maintained.

**The use of Social Networking Sites**

Hainford & Frettenham Pre-school has a page on a social networking site (Facebook). The content of this page will only be used to promote the pre-school setting, advertise events for fundraising purposes or to display positive feedback. It will not display pictures, names or any personal details of the children or the parents / carers who attend the setting, unless prior agreement between the Chairperson and individuals involved has been sought.

It is forbidden that any members (staff, student workers, committee members, voluntary workers or parents) use social networking sites to discuss issues under our setting which are of a confidential nature, or to make inappropriate and judgemental comments about the work, staff, children and families. This also includes comments which could be perceived as complaining or broadcasting negative personal feelings held about the setting, work responsibilities or such like. Disciplinary action will be taken should this situation arise, by the Management Committee. Please see the Confidentiality Policy for more information.

Please see our safeguarding policy for more information.

**STAFF DEVELOPMENT AND TRAINING**

**Staff Reviews:**

The main objective of the pre-school’s supervision and appraisal system is to review employee’s performance and potential, and to identify suitable and appropriate training and development needs.

New members of staff will work to a 3 month probationary period. At the end of this period a Review Meeting will be arranged between the Chairperson and Pre-school Supervisor. The meeting is designed to share feedback from both the employer and employee as to how they are finding the position and progress since joining the setting. This is an opportunity for both parties to share any concerns, worries or uncertainties they may have as well as to give positive feedback.

It may be agreed, if appropriate at this time, for a Personal Developmental Plan to be drawn to highlight key areas of development. (Details of this can be found under the Personal Development Planning heading within this document.)

**Staff Supervision:**

All staff must receive supervision in order to carry out work effectively and efficiently. Supervision is the process to ensure that staff are professionally challenged and developed, that help builds their confidence, knowledge and improve the quality of their work. It is also a primary source of support to staff undertaking work that requires supervision, and at times can be demanding or stressful.

All staff have the right to receive supervision and have a responsibility to ensure that it happens. Both supervisors and supervisees need to understand the requirements and needs of the supervision process. Although supervision is/can be provided on an ongoing basis during sessions as guidance for staff, it will also be provided on a one-to-one basis, with individual staff members and the Pre-school Supervisor. The Chairperson for the setting will provide supervision for the Pre-school Supervisor. One-to-one supervision will be conducted in a quiet space away from distractions and interruptions. The frequency of supervision will vary according to the level of seniority and experience of the supervisee and the work in which they are undertaking. Ordinarily, this will be of a frequency NOT LESS than once every term.

The Pre-school Supervisor or Chairperson is required to make notes of supervision sessions conducted. These notes are used as a record to evidence that supervision has taken place, will summarise any issues raised and document any items that have been discussed. They will contain action points for actions that are to be taken and the timescale that has been agreed for those actions to be completed / worked towards. Supervision notes will also be used to link into review meetings or appraisals undertaken under the setting.

The main aims of supervision are for all staff members to:-

* Be clear about their duties and responsibilities
* Enable duties to be planned and progress monitored
* Ensure that standards are being met and maintained as per regulators (Ofsted / Early Years Alliance)
* Receive support in carrying out their work
* Ensure that learning and professional development requirements are planned for
* Ensure that policies and procedures are being worked to
* To set targets for staff to work towards.

This enables the Pre-school Supervisor and the Management Committee to:-

* Monitor achievement against work requirements and standards as set by its regulators
* Improve standards and performance
* Identify areas of further training

**Staff Appraisals:**

All staff will receive an annual appraisal. Appraisals will be conducted in the weeks leading up to the end of the summer term. To ensure consistency, appraisals will be carried out by the Pre-school Supervisor, existing Chairperson, and the forthcoming Chairperson who will be leading the setting for the following year.

Appraisals give the opportunity for staff and employers to come together to discuss the employee’s role in the context of the development of the group. They can help to recognise the good work of employees and ensure that they feel valued. They can also provide the opportunity to highlight any areas of work to develop or any training needs, discuss any problems being faced and come up with solutions together. Any criticisms during the meeting should be constructive; the appraisal meeting is not a place to air grievances.

Each member of staff will be given a letter advising them of the meeting and inviting them to consider the following pointers, which can be discussed in the meeting:-

* Immediate improvements which could be made to their job role
* Immediate improvements which could be made to the pre-school
* Longer term improvements which would be made to either the pre-school or the job role
* How they would like to see the job developing in the forthcoming year
* New areas of work or responsibilities that they would like to take on
* Any difficulties which the individual is experiencing in the work

The pre-school supervisor will bring forward any issues that are felt relevant to the work or the individual member of staff and will make notes on the discussions which arise. A copy of the notes taken will be given to the member of staff within a week of the appraisal taking place.

If, as a result of the appraisal, specific action is considered relevant, a date for this action to be completed will be set, and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set.

Copies of staff member’s appraisals will be kept in respective personal files and secured in a locked cabinet.

**Personal Development Planning:**

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. The Pre-school Chairperson or Vice Chairperson will work together with the Pre-school Supervisor to identify areas in which staff members may need to develop further in accordance to their duties, responsibilities and experience. This may be done following the appraisal and supervision process or three monthly review. A Development Plan will be typed up and discussed together with the staff member with timescales identified and worked towards. It is the joint responsibility of both the staff member and the Pre-school Supervisor to ensure that the plan is kept up-to-date and that all decisions are followed through and signed off when the pre-school Supervisor feels happy identified levels are being met.

The pre-school Supervisor will keep a copy of this plan, but each staff member will also keep a copy of their own plan, listing any training undertaken and additional skills gained since starting work at the pre-school.

**Training Opportunities:**

The pre-school will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up-to-date knowledge of childcare issues. It is the responsibility of the pre-school Supervisor to identify and promote suitable training courses for staff, and strongly encourage them to take advantage of these.

**Courses /Training Fees:**

The pre-school will consider assisting with the cost of any courses staff members wish to undertake which have a financial implication. This decision will be made by the Management Committee and will depend upon the finances of the pre-school at that time. Consideration will be given to reimbursing staff at a time when the pre-school may be financially able, if staff members have encountered the cost of a course themselves for personal development. Decisions in doing this will be based upon:-

* The appropriateness of the course / training to the benefits of the pre-school
* The length of time the staff member has been in employment
* The financial implication to the setting

**Conditions of Funding Courses /Training:**

If the Pre-school has agreed to fund any course or training which has a financial implication, a written agreement will be drawn up by the Management Committee which will outline the terms and conditions of funding to the individual staff member. This must be signed by both the Chairperson and employee and will include reimbursement terms should staff members leave within set periods of completing courses attended and qualifications / knowledge obtained.

**Mandatory Training:**

Specific training courses, such as First aid, safeguarding children and prevent are obligatory. Staff members must always attend such courses when requested. Individual staff members will be identified by the pre-school Supervisor to be the responsible officer under each of the above. It is the responsibility of individual staff, together with the Pre-school Supervisor, to ensure that required certificates are kept up-to-date with recent legislation.

The pre-school will consider assisting towards the cost of courses if booked in advance and prior to certificates end dating. In circumstances of certificates end dating, the pre-school will not cover any part of the cost to re-take; this will be down to the individual staff member who will also be required to attend courses outside of their usual working hours.

**Meetings:**

**Staff Meetings:** There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing, as well as the progress of the children. Staff meetings will be the forum for setting objectives for the Pre-school and discuss curriculum activities. Chairperson or management committee may attend these meetings if deemed necessary. Staff will be paid for up to 2 hours of staff meeting time every month.

**Committee Meetings:** Staff are required to attend the AGM once a year. A representative of the staff, usually the supervisor or deputy supervisor, are required to attend committee meetings. Other staff are welcome to attend, should they wish to. These meetings are determined by the pre-school Chairperson and may be held in unsociable hours. Payment for attendance at these meeting will be at the discretion of the chairperson.

**EMPLOYING NEW STAFF MEMBERS:**

**Recruitment and Selection**

Hainford & Frettenham Pre-school Learning Alliance will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices. We aim to ensure that employment and progression within its setting are determined solely by application of objective criteria and personal merit. 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 for interview, based on their skills, qualifications and experience.

If appropriate checks reveal that a person has a previous conviction, Hainford & Frettenham Pre-school Learning Alliance will comply with the DBS Code of Practice and Data Protection Act when receiving such information. We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000, and the Rehabilitation of Offenders Act 1974, The Education Act 2002, and the Equalities Act 2010.

Vacancies will be assessed, a job description and person specification for the position compiled prior to advertising.

**Advertising**

Staff vacancies are widely advertised online via Early Years Childcare and Extended Schools Service, and applications are welcome from all those with qualifications relevant to the position advertised, regardless of gender, race, culture, religion, means, or special needs and will be considered on individual merit.

Adverts will state clearly and concisely our organisation, location, and the pre-school’s specific requirements, e.g. the job title and qualifications required. Contact details of how to apply and closing dates will be given. The advertisement will not use discriminatory language, unnecessary jargon, or superfluous details.

**Interviewing**

All applicant’s past employment history will be obtained on application and prior to interviews being offered. We will shortlist those candidates who most meet the requirements of the job, inviting them for interview. The pre-school will endeavour to provide any special facilities requested by the candidate, prior to the interview, to prevent any discrimination. All interviews are consistent and equal to all applicants. The same interview questions, against the post in which applied, are asked to all interviewees and a record kept of their responses. The candidates will also be asked to meet and play with the children and staff under the supervision of the Chairperson or Pre-school Supervisor.

The interviewing panel consists of a minimum of two members. The panel usually consists of the pre-school Supervisor (or a senior member of staff) and the current Chairperson and/or Vice Chairperson. The interview panel only ever comprises of staff or current committee members. Hainford & Frettenham Pre-school will avoid making biased judgements and select the best candidate for the job, based on the recommendations from the interview panel.

**Employing Staff**

Hainford & Frettenham Pre-school Learning Alliance will instigate 2 written references from previous employers, one being the most recent employment, prior to commencement of employment, notifying OFSTED about staff, supervisory and committee appointments.

A substantive contract under the setting will not be offered until references have agreed to be satisfactory and appropriate DBS checks are completed. Staff or volunteers who have yet to receive clearance, will not have unsupervised access to children.

Unsuccessful applicants will be informed in writing.

**Staff Inductions**

New members of staff will be issued with a job description and a copy of the pre-school’s Policies and Procedures Documentation. They will shadow an existing member of staff initially and will undergo a period of induction during their first month of their employment.

As part of the induction, the Pre-school Supervisor will discuss and talk through everyday practices of the pre-school. These will include: -

* Showing new staff around the premises, pointing out fire exits, toilets, storage areas etc.
* Explaining staff shifts, and all aspects of the day-to-day management and running of the setting.
* Introducing the new staff members to their colleagues, children and parents/carers.
* Pointing out the practical implications of the pre-school’s policies and practices, including how they relate to the pre-school’s obligations under the EYFS Statutory Framework.
* Explaining the keyworker system in operation and how the setting observes and records the progress of the children.
* Being made aware of Safeguarding, Health and Safety and Risk Assessment procedures.
* If the person employed is new to childcare, appropriate introductory courses will be sought, as it is a condition of employment that staff must be willing to train.

**STUDENT PLACEMENTS**

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

* We require students on qualification courses through a college to meet the 'suitable person' requirements of Ofsted and have DBS checks carried out by the college.
* Student DBS certificates are checked under the Update Service Employer Check facility to ensure they are current and up to date.
* We require colleges and/or schools placing students under the age of 16 years with us to vouch for their good character.
* We supervise students at all times and do not allow them to have unsupervised access to children.
* Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
* Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
* We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
* We require students to keep to our confidentiality policy.
* We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
* We communicate a positive message to students about the value of qualifications and training.
* We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
* We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities**.**

**STAFF SICKNESS AND ABSENCE**

This sickness and absence policy sets out our procedures for reporting sickness absence and for the management of sickness absence in a fair and consistent way.

Sickness absence can vary from short intermittent periods of ill-health to a continuous period of long-term absence and have a number of different causes (for example, injuries, recurring conditions, or a serious illness requiring lengthy treatment). We wish to ensure that the reasons for sickness absence are understood in each case and investigated where necessary. In addition, where needed and reasonably practicable, measures will be taken to assist those who have been absent by reason of sickness to return to work.

This policy does not form part of your contract of employment, and it may be amended at any time.

**Sickness Absence Reporting Procedure**

* If you are unable to attend work due to illness or injury, you or someone on your behalf must contact the supervisor (or in her absence, the deputy supervisor) on the first morning of absence by 7.15am. Only if you are too ill to do this yourself may someone make contact on your behalf.
* You must try and arrange cover for your work sessions on the pre-school staff WhatsApp group as soon as possible when you know you are unable to attend work.
* You must inform the supervisor (or deputy) of the reason for your absence and for how long you expect to be absent.
* For periods of absence up to 7 calendar days (including Saturday & Sunday) you will self-certify.
* For periods of absence longer than 7 calendar days, you must submit a doctor’s certificate.

**Occupational Sick Pay**

* Staff are entitled to some sessions of paid sick leave. This is based on their contracted days in September. Over the academic year, staff are entitled to paid sick days equivalent to the number of contracted days. For example, a staff member contracted for 3 days a week is entitled to a total of 3 days sick pay over the academic year.
* This does not affect your eligibility for statutory sick pay (see below).

**Statutory Sick Pay**

* There is an eligibility threshold for all staff to qualify for SSP based on the average earnings in the pay periods prior to the period of sickness absence.
* If eligible for SSP, the first three days of any period of sickness is classed as waiting days and SSP can not be paid for these days.
* Every day absent after that qualifies for SSP at the rate defined by the Government each year.

**Unauthorised Absence**

Cases of unauthorised absence will be dealt with under the pre-school’s Disciplinary Procedure. Absence that has not been notified according to the sickness absence reporting procedure (above) will be treated as unauthorised absence.

**Keeping in Touch during Sickness Absence**

If you are absent on sick leave, you should expect to be contacted from time to time by the pre-school supervisor in order to discuss your wellbeing and expected length of continued absence from work. Such contact is intended to provide reassurance and will be kept to a reasonable minimum.

**Medical Examinations**

The pre-school may, at any time, ask you to agree that the pre-school can contact your doctor to ask for relevant details of your medical condition. If you agree to this, you will be asked to confirm your agreement in writing. If you do not confirm in writing, it will be assumed that you do not agree.

The pre-school may also, at any time, ask you to consent in writing to a medical examination by a doctor nominated by us. You will be asked to agree that any report produced in connection with any such examination may be disclosed to us and that we may discuss the contents of the report with the relevant doctor.

**Return to Work Interviews**

If you have been absent on sick leave for more than 2 days, we will arrange for you to have a return-to-work interview with the supervisor, deputy supervisor or chairperson, as relevant. A return-to-work interview enables us to confirm the details of your absence and also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention. If your doctor’s certificate indicates any ways of helping you back to work, these will also be discussed.

**Returning to Work from Long Term Sickness Absence**

We are committed to helping staff return to work from long-term sickness absence. As part of our sickness absence meetings procedures (see below), we will, where appropriate and possible, support returns to work by:

* Obtaining medical advice:
* Making reasonable adjustments to the workplace, working practices or working hours;
* Considering redeployment; and/or
* Agreeing a return to work programme.

**Disabilities**

We are aware that sickness absence may result from a disability. At each stage of the sickness absence meetings procedures (set out below), particular consideration will be given to whether there are reasonable adjustments that could be made to the requirements of a job or other aspects of working arrangements that will provide support at work and/or assist a return to work. If you consider that you are affected by a disability, you should inform the supervisor.

**Formal Sickness Absence Meetings Procedure**

We may apply this procedure whenever we consider it necessary, including, for example, if you:

* Have been absent due to illness on a number of occasions;
* Have discussed matters at a return to work interview that require investigation; and/or
* Have been absent for more than 10 days.

We will give you written notice of the date, time and place of a formal sickness absence meeting. We will put any concerns about your sickness absence and the basis for those concerns in writing or otherwise advise why the meeting is being called. A reasonable opportunity for you to consider this information before a meeting will be provided.

You may bring a companion to any meeting or appeal meeting under this procedure. Your companion may be either a trade union representative or a fellow member of staff. Their identity must be confirmed to the supervisor in good time before the meeting takes place. A companion may make representations, ask questions, and sum up your position, but will not be allowed to answer questions on your behalf.

You must take all reasonable steps to attend a meeting. Failure to do so without good reason may be treated as misconduct. If you or your companion are unable to attend at the time specified, you should immediately inform the supervisor who will seek to agree an alternative time.

Confirmation of any decision made at a meeting, the reasons for it, and of the right of appeal will be given to you in writing within 10 days of a sickness absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).

If, at any time, the supervisor or chairperson considers that you have taken or are taking sickness absence when you are not unwell, they may refer matters to be dealt with under the Disciplinary Procedure.

Stage 1: FIRST SICKNESS ABSENCE MEETING

The purpose of a first sickness absence meeting may include:

* Discussing the reason for your absence.
* Where you are on a long-term sick leave, determining how long the absence is likely to last.
* Where you have been absent on a number of occasions, determining the likelihood of further absences.
* Considering whether medical advice is required.
* Considering what, if any, measures might improve your health and/or attendance.
* Agreeing a way forward which includes the action that will be taken and a time-scale for review and/or a further meeting under the sickness absence procedure.
* The meeting report will be held on the employee’s personnel file.

Stage 2: FURTHER SICKNESS ABSENCE MEETING

Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary. The purposes of further meetings may include:

* Discussing the reasons for your ongoing absence and its impacts on the pre-school and staff.
* Where you are on long-term sick leave, discussing how long your absence is likely to last.
* Where you have been absent on a number of occasions, discussing the likelihood of further absences.
* If it has not been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
* Consider your ability to return to/remain in your job in view both of your capabilities and our business needs and any adjustments that can reasonably be made to your job to enable you to do so.
* Considering possible redeployment opportunities.
* Where you are able to return from long-term sick leave, agreeing a return to work programme.
* Agreeing a way forward, action that will be taken and a time-scale for review and/or a further meeting(s). This may, depending on steps we have already taken, include a warning that you are at risk of dismissal.
* The meeting report will be held on the employee’s personnel file.

Stage 3: FINAL SICKNESS ABSENCE MEETING

Where you have been warned that you are at risk of dismissal, we may invite you to a meeting under the third stage of the sickness absence procedure. The purpose of the meeting will be:

* To review the meetings that have taken place and the matters discussed with you.
* Where you remain on long-term sickness absence, to consider whether there have been any changes since the last meeting under stage two of the procedure, either as regards your possible return to work or opportunities for return or redeployment.
* To consider any further matters that you wish to raise.
* To consider whether there is a reasonable likelihood of you returning to work or achieving the desired level of attendance in a reasonable time.
* To agree a review point and the possible termination of your employment if there is continued absence.
* The meeting report will be held on the employee’s personnel file.

**Appeals**

You may appeal against the outcome of any stage of this procedure. An appeal should be made in writing, stating the full grounds of appeal to the Committee Chairperson within 5 days of the date on which the decision was sent to you.

You will be given written notice of an appeal meeting. In cases of dismissal, the appeal meeting will be held as soon as possible. Where practicable, an appeal meeting will be conducted by the Committee Chairperson and the supervisor or deputy supervisor.

Following an appeal the original decision may be confirmed, revoked or replaced with a different decision. The final decision will be confirmed in writing, if possible within 10 days of the appeal meeting. There will be no further right of appeal.

**Time Off for Dependents**

In emergencies where normal childcare arrangements break down or where an employee is primarily or solely responsible for a child, dependent or relative who becomes ill or incapable, then an employee can request two days leave to organise appropriate care. This leave will be unpaid and the request should be made to the chairperson as soon as a problem is identified.

**Time off for medical appointments**

Where possible, appointments for doctor, dentist, opticians, hospital etc. should be made outside of normal working hours. If you are unable to arrange this, then permission will be to be obtained from the supervisor and chairperson for this time off. You will need to arrange cover if required. You will not be paid for this time off.

**Bereavement/Compassionate Leave**

Compassionate leave is permitted at the discretion of the pre-school Committee and will be decided on a case-by-case basis.

**Maternity Policy**

This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth, and sets out the arrangements for pregnancy related sickness, health and safety and maternity leave. .

The status of the employee’s contract of employment during the maternity leave period is treated as if she is temporarily absent from work. This means that all contractual benefits, except pay, must continue as normal. Annual leave entitlement will accrue as normal.

This policy does not form part of any employee’s contract of employment and we may amend it at any time.

The committee and managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring it’s success.

**Entitlement to maternity leave**

All employees are entitled to up to one year (52 weeks) of maternity leave from day one of their employment. The 52 weeks consists of 26 weeks ordinary maternity leave (OML) followed continuously by 26 weeks of additional maternity leave (AML).

* An employee cannot return to work earlier than two weeks after the date of childbirth.
* Statutory Maternity Pay (SMP) for eligible employees can be paid for up to 39 weeks, usually as follows: The first 6 weeks, 90% of average weekly earnings (AWE) before tax. The remaining 33 weeks, at either the annual rate set by Government or 90% of their AWE, which ever is lower. Tax & National Insurance will need to be deducted
* To qualify for Statutory Maternity Pay (SMP) the following conditions must be met:
1. The employee must have been continuously employed by her current employer for at least 26 weeks by the beginning of the 15th week before the Expected Week of Confinement (EWC). This 15th week is referred to as the “qualifying week”.
2. The employee must have average weekly earnings in the calculation period (which is eight weeks or two months before the end of the qualifying week) at or above the lower earnings limit for payment of National Insurance contributions. The lower earnings limit is reviewed by the Government in April each year.
3. The earliest that leave can be taken is 11 weeks before the expected week of childbirth unless the baby is born early.
4. pay entitlements there is an entitlement to receive contractual maternity pay in line with the conditions of service.

**Notification of pregnancy**

* The employee should inform the nursery supervisor as soon as possible that they are pregnant. This is important as there may be health and safety considerations.
* Before the end of the 15th week before the week that the employee expects to give birth (qualifying week), or as soon as reasonably practicable afterwards, the employee must inform their employer:
1. That they are pregnant
2. The week, starting on a Sunday, in which their doctor or midwife expects you to give birth (expected week of childbirth), and;
3. The date on which they request that their maternity leave begins (intended start date). Should the employee decide that she intends to commence maternity leave at an earlier date, she is required to give a minimum 28 days notice of the revised date.
* The employee must provide a certificate from the doctor or midwife (usually a MatB1 form) confirming the expected week of childbirth.
* The employee is not required to give notice of her intention to return to work following maternity leave unless she returns before the end of the 52 week period, in which case she must give 21 days notice of her intention to return
* If the employee wishes to resign her employment, the normal contractual notice period will apply.

**Administration of Maternity Leave**

* When the employee notifies the chairperson that she is pregnant, she should be given the a schedule of maternity leave pay
* A certificate of pregnancy from a registered medical practitioner or midwife (MatB1) should be provided to the employer. The MatB1 form is not issued until the 20th week before the EWC

**Health & Safety**

* Pregnant employees must be given specific health and safety protection under UK Health & Safety legislation. The main provisions are set out below:
* Risk assessment
1. Employers must assess all workplaces for risks to health and safety of their employee’s and others affected by their work activities. In particular, they must consider if there are specific or enhanced risks for new and expectant mothers who are defined as “an employee who is pregnant, who has given birth or miscarried within the previous six months, or who is breastfeeding”. Such risks would include: exposure to harmful substances or microbial agents/infectious diseases; extremes of heat and cold; noise, movement and posture; lifting/handling loads; and potential exposure to violence (including verbal abuse).
2. Where an unacceptable risk is identified the employer must take any protective or preventative measures required by other health and safety legislation to remove it. Risk assessments are available on the HSE website. Where this would not prevent the employee from being at risk, a hierarchy of measures should be followed:
* If it is reasonable to do so, working conditions or hours of work should be altered to avoid (or minimise) the risk;
* If this is not possible, or the risk cannot be avoided by this, the employee should be offered suitable alternative employment on existing , or no less favourable terms and conditions.

If no suitable alternative work is available, the employee should be given leave of absence with full pay. If the employee refuses an offer of suitable alternative work, the leave may reasonably be unpaid.

**Ante-natal care**

A pregnant employee has a right to reasonable paid time off to attend ante-natal care appointments. The employee should produce evidence of appointments if requested to do so.

**Pregnancy related illness**

If a pregnant employee is absent from work due to a pregnancy related illness in the 4 weeks before the EWC, then the period of maternity leave will commence automatically.

**Premature birth**

Where a baby is born prematurely the employee should ensure that the chairperson is informed. The period of maternity leave will commence automatically the day after the birth unless maternity leave has already commenced. Discretion should be used as to whether it is appropriate to extend the maternity leave period or take any other special action as necessary

**Death of a baby and still birth**

* If the baby dies or is stillborn after 24 weeks of pregnancy, the statutory maternity leave and pay will continue as normal.
* If the death occurs before 24 weeks (miscarriage), special leave or sick leave should be granted.

**Keeping in touch (KIT) days**

* Employee’s may, by agreement with their employer, attend work for up to ten days under their contract of employment during the maternity leave period. These days are known as “keeping in touch” (KIT) days. Such days are different to the reasonable contact that employees and employers may make with one another, as during KIT days employees can carry out work for the employer, for which they will be paid.
* Any work done on any day during the maternity pay or maternity leave period will count as a whole KIT day, up to the ten day maximum. Therefore, if an employee comes in for a one hour training session and does no other work that day, she will have used one of her KIT days.
* The type of work that the employee undertakes on a KIT day is a matter for agreement between the two parties. They may be used for any activity which would ordinarily be classed as work under the employment contract.
* The employee will be paid for the work undertaken during KIT days without loss of SMP. The rate of pay will be their standard hourly rate.

**Pensions**

* During paid maternity leave, the employer will continue to pay into the employee’s pension scheme on their basic salary calculation minus the standard qualifying earnings limit.
* The employee will pay contributions based on the actual maternity pay received during the first 39 weeks of the maternity pay period if the qualifying earnings limit is reached.
* During unpaid maternity leave, the qualifying earnings limit will not be met so employer pension contributions will not be made.

**Holiday Pay & Pay Awards**

* Holiday will still accrue during a period of maternity leave, including unpaid leave.
* Where a pay award is made during the period of maternity leave the employee’s holiday pay will be recalculated to adjust for the uplift.

**Returning to work**

Employees on maternity leave are not permitted to return to work during the first two weeks after the birth (compulsory maternity leave).

An extension of the maternity leave period will only be considered if the full entitlement to maternity leave has not been exhausted. If a return to work from maternity leave is prevented due to sickness, normal sickness arrangements will apply.

**CAPABILITY, DISCIPLINARY AND GRIEVANCE PROCEDURES:**

**Capability Procedures**

This policy is designed to support employees in trying to reach and maintain the required level of performance and an acceptable standard of work. Poor performance, which is due to negligence, lack of care or other misbehaviour, will be dealt with as a disciplinary matter under the Grievance Policy.

**What constitutes an acceptable standard of work?**

What is and is not an acceptable standard of performance is not fixed. As childcare practice evolves, the expectations and demands placed on employees and their roles must also evolve and develop. Performance which may once have been regarded as acceptable will not therefore always remain acceptable. Both Hainford and Frettenham Pre-school and our employees are therefore subject to constantly changing demands and requirements to improve and develop, often initiated by a change in government policy or by aiming to increase the standard of care offered in accordance with the EYFS and Ofsted requirements.

**We define Capability as:** The quality of being capable to do something to an acceptable standard

**We define incapability as:** Lack of ability to complete a task to an acceptable standard.

Where, despite employer support, an employee continues to show incapability, there are two grounds on which an employee can be dismissed.

1. **Poor performance or incompetence**

A failure to achieve a required standard, due to the inability of the individual to prove themselves capable of performing the necessary duties and responsibilities of the job (evidenced by lack of ability or aptitude, skill, qualifications, knowledge, etc)

1. **Medical incapacity**

Where the continued employment of an employee is no longer feasible due to illness, which has resulted in long-term absence or persistent short-term absences, which are not sustainable operationally and where the possibilities of reasonable adjustments that could be made to allow the employee to be capable of continuing to work have been explored.

Dismissal on either ground may only be made after taking steps set out in this Capability Policy.

Hainford and Frettenham Pre-school aims to provide a formal method for handling situations where a lack of capability becomes apparent when undertaking duties and where there is no question of a deliberate failure or refusal on the employee’s part to perform at the required standard.

The success of Hainford and Frettenham Pre-school depends on the effective performance of all its employees. We are committed to providing employees with appropriate training, supervision and support to enable them to meet the high standards expected of them. Where employees experience problems in attaining the appropriate standards, we will endeavour to support them in order for them to reach the required standard.

It is not always appropriate to label incapability and poor job performance as misconduct warranting disciplinary action, though it may be so sometimes. This is a matter for Hainford and Frettenham Pre-School discretion. The pre-school needs to be able to address performance inadequacy and deal with it effectively.

If the employee believes that poor performance is due to specific problems they have, for example, harassment or bullying then the employee must make sure that the pre-school management committee is aware of their explanation so that it can be considered and (if appropriate) action taken under the relevant policy.

This policy applies equally to all employees except those subject to a review period. However, we reserve the right not to follow all or part of the procedure for employees with less than two years service.

This policy provides guidelines only and does not confer any legal rights on employees. Hainford and Frettenham Pre-school reserves the right to adapt and amend the process according to the circumstances of the capability issue.

The aims of the policy are to:

1. Clarify how the standard of capability will be defined.
2. Identify constructive action which may be taken to improve performance.
3. Through such constructive action, enable employees to achieve and maintain a standard of work that is acceptable to Hainford and Frettenham Pre-School
4. Follow a consistent and fair procedure to bring about positive change. If there is no improvement in the employee’s performance after a period of support and training then the employee may ultimately be dismissed.

**Employees Responsibilities**

Hainford and Frettenham Pre-School deems the responsibility of employees to be to:

1. Achieve a required standard of performance with commitment and motivation
2. Seek assistance if there are difficulties in achieving the required standard.
3. Cooperate with the supervisor, deputy supervisor, chairperson and committee in attempting to achieve the required standards.
4. Participate in discussions around the problems.
5. Undertake all coaching and training deemed necessary.
6. Take reasonable steps to maintain and improve their talents and skills.

**Records**

It is important that managers keep records of the employee’s performance, the monitoring arrangements and details of the meetings held throughout this period.

**Confidentiality**

The contents of interviews under this procedure will remain confidential and will be kept in accordance with the GDPR regulations. This allows employees access to certain data at their request.

**Questions & Answers**

**In what circumstances is it appropriate to use the Capability Policy rather than the Disciplinary procedure?**

The policy is designed to be used by employees who are not performing to the required standards of the pre-school for their particular role. The reasons for poor performance may be due to a lack of appropriate skills, poor working habits, inadequate training, or failure to cope with the demands of the job. If poor performance is due to a “bad attitude” or deliberate actions, then the Disciplinary procedure is more appropriate. If other factors are causing poor performance, e.g. harassment or bullying, then other policies and procedures may be more appropriate in tackling the problem at the first instance.

**Could I lose my job due to poor performance?**

The policy is aimed at assisting employees to improve their performance so that they can contribute to the success of Hainford and Frettenham Pre-School. It is designed to ensure that employees receive appropriate encouragement and support so that they meet acceptable standards of performance. Managers should tackle capability performance on an informal basis first. If this is unsuccessful, then the formal procedure is used in order to provide a programme of constructive action. This is done in consultation with the employee. In total there are two potential formal action stages. It is only if there is no improvement after both stages have been exhausted that an employee will be given notice of dismissal. There is a right of appeal against the decision.

**What kind of support can I expect as I go through the Capability Procedure?**

Apart from the constructive support of your Manager in tackling your performance issues, you are encouraged to seek the support of a colleague. If you have a disability, the pre-school will attempt to make reasonable adjustments in consultation with yourself, and any other appropriate body or person.

**The Policy doesn’t specify any time limits for improvements. Why is this?**

No time limits are specified because each individual case will be treated on its merits. The time needed to achieve an acceptable level of performance will depend on a number of factors including job type, resources, availability of specific training, the individual’s current skill level, how long performance has been deemed unsatisfactory, length of service and so on. Managers will be expected to specify a reasonable time limit in consultation with the employee.

**Does the Policy take into account that some employees may have a disability which impacts on their performance?**

Hainford and Frettenham Pre-School has a duty to make reasonable adjustments for disabled employees. The pre-school encourages employees with disabilities to suggest ways in which their needs can reasonably be accommodated. However, on commercial grounds and in accordance with good childcare practice it may not always be possible to offer the most effective solution.

**Employees with Disabilities**

Under the Equality Act 2010, a disabled person is someone who has a physical or mental impairment, which has a substantial and long term adverse effect on their ability to do normal day to day activities.

If an employee is not achieving the required standards of work due to a lack of capability because of a disability, Hainford and Frettenham Pre-school must identify any reasonable adjustments that can be made. This should be done in full consultation with the employee and any other appropriate bodies.

The pre-school will consider what reasonable adjustments it can make to accommodate the person’s disability so as to allow them to meet an acceptable level of performance.

The considerations must be made by the supervisor and Chairperson of the Committee.

Below are examples of some reasonable adjustments that may be considered for the employee:

* Reasonable adjustments to premises and modifications to equipment.
* Allocating some of the disabled person’s duties to another person.
* Transferring him/her to an existing vacancy or an alternative workplace.
* Altering his/her working hours.
* Allowing him/her to be absent during work hours for rehabilitation, assessment or treatment.
* Giving or arranging training for him/her and providing additional supervision.
* Where practicable providing a reader or interpreter for specific situations.

**Employees with less than 2 years’ continuous service (the “Requisite Service”)**

An employee with less than the Requisite Service will normally be informed in writing if his/her performance fails to meet the pre-school’s required standards and normally be invited to attend a meeting to discuss the reasons for his/her poor performance.

The employee must take all reasonable steps to attend a meeting and may be accompanied by a colleague or trade union representative if desired. At the meeting he/she will be given a full opportunity to comment on the reasons for his/her poor performance and to put forward any defence or arguments to explain it.

After the hearing, the employee may be dismissed or some lesser sanction imposed, including demotion.

The employee will receive notification of the pre-school’s decision in writing.

If the employee has been dismissed or has been demoted, he/she has the right to appeal in accordance with the procedures set out below.

The employee is entitled to be accompanied at any hearing or appeal hearing in accordance with the provisions below:

**Employee With Over 2 Years continuous service**

**Informal Stage – Investigation and Counselling**

If Hainford and Frettenham Pre-School considers that the employee’s performance is below the required standard, the employee will be notified in writing of the concerns/complaints and invited to attend an initial meeting with the Pre-school supervisor/ deputy supervisor or chairperson, as appropriate, to try to establish the reason. The employee will be given the opportunity to respond to the complaints or concerns about their performance.

* Should the interview establish that the employee’s poor performance is due to a lack of relevant skills then they will, where reasonable and appropriate, be offered help to obtain the necessary skills through training and supervision. The employee will then be given such time as the pre-school considers reasonable to reach the required standard of performance;
* Where the employee’s poor performance results from an acknowledged lack of support, equipment or necessary facilities, Hainford and Frettenham pre-school will seek to address this by providing, where reasonable, appropriate assistance. The employee will then be given such time as the pre-school considers reasonable to reach the required standard of performance.

In the case of both the provision of training and equipment and facilities, although the pre-school will seek to address this, the responsibility lies with the employee to ensure that this happens. Accordingly, it is not an acceptable response for the employee just to leave it to the pre-school to provide this. The employee must be proactive about ensuring that this is provided and must notify the manager if agreed actions have not been implemented.

If the employee feels that necessary supervision or support is not forthcoming, they must notify the Manager of their concerns so that this can be addressed.

**Formal Performance Management Procedure**

If no or insufficient improvement has been made following an informal discussion or if the unsatisfactory performance is considered to be too serious to have informal discussions, the employee should be invited to attend, initially, a stage one formal meeting. This must be done in writing, stating the areas of performance which are unacceptable so that the employee has time to prepare for the meeting. The employee should be given copies of any documents that may be produced at the meeting. Employees have the right to be accompanied at all stages of the Capability Procedure by a colleague or trade union representative.

**Stage One – Written Warning**

Following the meeting the employee will be issued with an improvement plan stating:

* The performance problems
* The improvements required and applicable targets. These must be reasonable and acceptable and where possible drawn up and agreed with the employee
* The timescale for achieving this improvement. This will largely depend on the extent of the performance problem, however, 4-6 weeks is to be used as a guide. Due regard should also be given to any training the employee is to attend to allow them sufficient time to apply what they have learnt.
* Any review date (guideline of 4-6 weeks)
* Any support or assistance that the pre-school will provide to assist the employee
* That the plan represents stage one (written warning) and that failure to improve may lead to a final written warning and ultimately dismissal
* The employee’s right to appeal against the decision

**Stage Two – Final Written Warning**

If, following the first review period the employee fails to show sufficient improvement, the employee will be invited in writing to attend a stage two meeting. The supervisor or chairperson will discuss the continuing issues with the employee’s performance and give them the opportunity to state their case and put forward any mitigating factors. The improvement plan should be reviewed or re-issued to indicate adjustments to the plan that a final written warning has been issued.

**Stage Three – Dismissal / Other Penalty**

If, following the second review period, the employee still fails to show sufficient improvement in their performance, the employee will be invited in writing to attend a further and final meeting. If, after the employee has presented their case, the supervisor or chairperson has the opinion that a further review period would not assist the employee to improve, it is likely that the employee will be dismissed on the grounds of capability.

The employee may be offered redeployment as an alternative to dismissal for example demotion with the appropriate adjustment to salary and benefits. The employee must be given all information prior to making their decision to accept redeployment. They must agree to any such change in writing and this will act as a permanent change to their contract of employment.

**Attendance at meetings**

The employee must make all reasonable efforts to attend any meeting. If the employee fails to attend, Hainford and Frettenham Pre-School may proceed with the meeting in their absence

The supervisor must also ensure that the Chairperson is in attendance at all formal stages of the capability process.

**Appeals**

On being informed of the decision to issue a warning or to dismiss, the employee will be given the opportunity to appeal in writing. This must be done in writing within 5 working days following notification of the action and should state the reasons for their appeal.

The employee has the right to be accompanied at the appeal hearing by a colleague or trade union representative.

The decision of the appeal hearing will be final. The employee will be informed of the decision and reasons for this as soon as possible. The decision will be confirmed in writing.

**Sickness During Capability Procedure**

If an employee goes off sick at any time whilst they are subject to the application of the Capability Process, they may remain entitled to Statutory Sick Pay subject to the usual government rules for qualifying.

This section of the Capability Policy and procedure forms part of the employees’ terms and conditions of employment.

**Grievance Procedure**

If an employee is dissatisfied they must have the opportunity for prompt discussion with their immediate Supervisor. For the pre-school Supervisor this would normally be the current Chairperson of the Management Committee. For other pre-school staff, it would be the Pre-school Supervisor. If the grievance persists, the Management Committee must come together for the purpose of further discussion, at which the employee may, if they wish, be accompanied by a friend.

**Disciplinary Procedures**

If a grievance persists, there should be a sub-committee set up for the purpose of further discussion, at which the employee may, if they wish be accompanied by a friend. There must be a right of appeal initially to the full Pre-Schol Committee. At this level also, the employee's friend or trade union official may be present. The aim of this procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

**Confidentiality Breaches**

For action which will be taken in the event of a breach of confidentiality - please refer to our Confidentiality Policy.

**Minor disagreements:**

It is recognised that disagreements may arise among pre-school staff or between staff and the pre-schools Committee members. These can usually be resolved informally by discussion, if necessary, with the help of the Early Years Alliance (EYA), and provided they are outside the limit of disciplinary or grievance procedure.

**Disciplinary procedure:**

The disciplinary and grievance procedure under the setting will be used only when necessary and as a last resort. Where possible, informal and/or formal discussions or other good management practice will be used to resolve matters prior to any disciplinary action being taken. If a more serious situation arises when a dispute cannot be resolved, or when the Management Committee of the setting are dissatisfied with the conduct or activities of an employee. Instant dismissal is possible only in extreme circumstances of gross misconduct.

Examples of such misconduct would be:

1. Theft or fraud
2. Ill-treatment of children
3. Assault
4. Malicious damage
5. Gross carelessness which threatens the health and safety of others
6. Being unfit through the use of drugs or excessive alcohol

Otherwise, an employee will not be dismissed without the appropriate warning. Any disciplinary matter will normally be dealt with in three stages:

1. an oral warning
2. a written warning
3. a notice of dismissal

The employee may be accompanied by a friend or family member at each stage if their wishes, and that friend or family member may speak on their behalf.

If an oral warning is to be given:

* The employee should be interviewed by the Chairperson and the Pre-school Supervisor, (if appropriate), who will explain the complaint.
* The employee will be given a full opportunity to state their case.
* If the warning is still considered to be appropriate, the employee will be informed: -
	+ what action should be taken to correct the conduct
	+ that they will be given reasonable time to rectify matters
	+ that if they fail to improve then further action will be taken
	+ that a record of the warning will be kept on file
	+ that they may appeal against the decision

If the employee fails to correct\* their conduct and further action is necessary:

* The employee will be interviewed and given the opportunity to state their case, as before.
* If the need for disciplinary action is established, a letter will be sent to the employee immediately.

The letter must:

* Contain a clear reprimand and give the reason for it.
* Explain what corrective action is required and that reasonable time will be given for improvement.
* Warn that failure to improve will result in further action being taken.
* Explain that they have the right to appeal against the decision

If the employee still fails to correct their conduct then:

1. The employee will again be interviewed and given an opportunity to state their case as before.
2. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for the dismissal, and giving details of the right to appeal.

\* If progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individuals file will be destroyed.

**Appeals:**

At each stage of the disciplinary procedure the employee must be told they have the right to appeal against any disciplinary, and that the appeal must be made in writing to the Pre-school Chairperson and the Management Committee within five days of the disciplinary interview. The Management Committee will normally hear the appeal, and it will be heard as soon as possible. Procedures will be informal and the employee may take a friend or family member to speak for them.

1. The employee will explain why they are dissatisfied and may be asked questions.
2. The Pre-school Supervisor or Chairperson will be asked to put their view and may be asked questions.
3. Witnesses may be heard and may be questioned by the Management Committee and by the Chairperson and the Pre-school Supervisor.
4. The Management Committee will consider the matter and make known their decision.

A written record of the meeting will be kept. If the employee remains dissatisfied, they may appeal to the Early Years Alliance, set up an appeals procedure within two weeks of receiving the request. Procedure will be as above.

**Suspension**:

If the circumstances appear to warrant instant dismissal, an employee may be suspended while investigations are made.

**Notice of termination of employment**

The employee is required to give four weeks' notice in writing. The committee will give four weeks' notice to an employee who has been employed for less than two years and then one complete week for each complete year of service for employees employed for more than two years but less than twelve. The committee will give twelve weeks' notice to employees employed for at least twelve years.

An employee can discuss any part of this policy with the Pre-school Chairperson or Management Committee.