**31 PERSONNEL**

Little Diamonds Preschool policy’s in respect of personnel are governed by the following:

1. The best interests of the children, their welfare, care and development.
2. The requirements of the EYFS and welfare requirements and OFSTED
3. Compatibility between all members of staff and the building of a good team spirit.
4. Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
5. Equal pay for work of equal value.
6. Compliance with the current legislation.
7. The provision of a job description for each member of staff.
8. The provision of a statement of terms and conditions for each member of staff.
9. When recruiting members of staff the applicant should be made aware of the policies and procedures, especially those relating to discrimination.
10. Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on DBS clearance) with the job description and induction procedure.
11. Harassment of any member of staff that can be classed as sexual or racial will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.