Personnel Policy

Our personnel policy refers to our rules of conduct to support the relationship with employees in the attainment of the nursery objectives. At Muddy Puddles we aim to have a high-quality staff team that act at all times in the best interests of children's safety and welfare. To achieve this, we have a range of policies to support the recruitment, development and retention of staff.

The nursery's policies in respect of personnel are governed by the following:

• The best interests of the children, their welfare, safety, care and development

• The statutory requirements of the Early Years Foundation Stage

• The individual needs of the children, including maintaining continuity of care

• 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

• Compliance with the current legislation including the principles of the Equality Act 2010 and all current legislation governing discrimination.

We will ensure:

• The provision of a person specification and job description for every member of staff prior to an interview

• All interviews follow our recruitment procedures to ensure safe and fair and non-discriminatory recruitment occurs

• The provision of a statement of terms and conditions and contract for every member of staff in employment (contract to be received by new employee on the first day of employment)

• Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on an enhanced Disclosure and Barring Service (DBS) clearance and satisfactory references) with the induction procedure and any details of other information relevant for their first day of work

• New members of staff will be provided with copies of all the policies and procedures and we will ensure their understanding and adherence to these over an induction period. They will receive induction training including information about emergency evacuation procedures, safeguarding, child protection and health and safety issues

• All staff receive effective supervision including support, coaching and training to promote the best interests of children. Staff are also provided with ongoing training and professional development

opportunities to ensure they offer quality learning and development experiences for children that continually improves

• We promote staff well-being (see Staff well-being policy) and foster team working through regular meetings and team events and/ or outings

• Discrimination or harassment of any member of staff relating to sex, race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third-party harassment by those not employed by the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
25/06/2026	Heather Black	25/06/2027