

# Cottenham Primary School



## Employment Policy Statement

Dated:	November 2021	
Reviewed by:	Personnel Committee	
Next Review date:	Autumn 2 2022	
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <p>Age                      Disability                      Religion or belief                                  Race                      Pregnancy and Maternity                      Sex Sexual orientation                      Gender reassignment                      Marriage/civil partnerships</p> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected:</p> <div style="text-align: right;"><table border="1"><tr><td>X</td></tr></table></div>	X
X		

**COTTENHAM PRIMARY SCHOOL**  
**EMPLOYMENT POLICY STATEMENT**

**PRINCIPLE ONE**

**The Governing Body of Cottenham Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

**PRINCIPLE TWO**

**The success of this school depends upon the contribution of all of its staff. The Governing Body of Cottenham Primary School give full acknowledgement that fair and effective employment policies are essential to the achievement of that success. The Governing Body of Cottenham Primary School recognise that the effective development, implementation and operation of school-related employment policies requires the active involvement of all employees.**

**PRINCIPLE THREE**

**The Governing Body of Cottenham Primary School will comply with employment and education legislation and take account of DFE and other relevant professional guidance.**

**The Governing Body of Cottenham Primary School have identified the following policy areas, based on the foregoing principles, which it considers are essential to the future of the school.**

- *Staffing* To forecast, within the context of the school strategic plan, the numbers of staff and the mix of skills and abilities required to meet the school's needs over the short, medium and long term.
- *Recruitment Selection, Appointment and Induction* To ensure an appropriate supply of suitably qualified and experienced staff to meet the school *Staffing Plan*; to ensure that the principles of "Keeping Children Safe in Education" are followed.
- *Health, Safety and Wellbeing* To provide a healthy and safe working environment for all children, staff and visitors to the school.  
To promote the Health and Safety Executive management standards
- *Discipline:* To establish and, as necessary, carry out fair and effective procedures for fair and equitable treatment in disciplinary matters.
- *Grievance* To establish and, as necessary, carry out fair and effective procedures for the speedy resolution of grievances.
- *Equality and Diversity* To ensure that all staff in the school, and applicants for posts, are afforded equality of opportunity and equal treatment irrespective of race, sex, marital or civic partnership status, ethnic origin, age or disability, religion or belief or sexual orientation, gender reassignment or any other irrelevant grounds.
- *Employee Relations* To consult with all staff, actively promoting their involvement, on all matters affecting their interests.
- *Performance Management, Training and Development* To establish performance management and/or appraisal for all staff to ensure that the training needs identified through the *Staffing Plan* are met in a manner consistent with continuous professional development, personal aspiration and the requirement for performance management and appraisal.
- *Pay and Benefits* To pay salaries and wages in a fair and equitable manner consistent with objective differentials; to endorse the principle "that the success of the school depends on the staff" through attention to staff pay and benefits.