

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 *structure* and 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 these processes are met in a manner conversant 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.