

Management, Recruitment & Training Policy

Tir na nOg Preschool service is committed to ensuring that the principles and practices of equality of opportunity in terms of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief shall apply to all conditions of service of our employees, including recruitment, selection, promotion, career development, pensions, training and special leave entitlements.

Tir na nOg Preschool complies with all legislation in this area, including;

- The Employment Equality Acts 1998 & 2004
- The Terms of Employment (Information) Acts 1994/2001
- The Holiday (Employees) Act 1973/91
- The Worker's Protection Act 1991
- The Payment of Wages Act 1991
- The Protection of Young Persons (Employment) Act 1996
- The Minimum Notice & Terms of Employment Act 1973/2001
- The Carers Leave Act 2001
- The Maternity Protection Amendment Act 2004
- The Minimum Wage Act 2000
- The Unfair Dismissals Acts 1977/2001
- The Health & Safety at Work Act 2005 and Regulations 1993
- The Redundancy Payment Act 1967/2001/2003
- The Redundancy Payments (Lump Sum) Regulations, 2004
- The Protection of Employees (Employers Insolvency) Acts 1984/2001
- The Organisation of Working Time Act, 1997/Regulations 2004
- Protection of Employees (Part-Time Work Act, 2001)
- Protection of Employees (Fixed Term) Act 2003
- The Employment Permits Act 2003
- Child Care (Pre-school Services) Regulations 2006

Recruitment:

1. Positions will be advertised internally and externally to ensure recruitment from the widest possible field, and in accordance with current Equal Opportunities legislation.
2. Selection for employment **must** be on the basis of suitability for the advertised post, in line with current Equal Opportunities legislation. It should be made clear if internal applicants will be treated on equal terms with external applicants or will be given preference if their suitability is equal.
3. The Childcare service will provide short-listed candidates with full information, including person specification and job description. These should be revised for each new post advertised.
4. A suitable interview panel, consisting of not less than three people will select from among the short-listed candidates. Where possible, the panel should be representative of both sexes.
5. The selection will be made (depending on the nature and responsibility of the post) on the basis of:
 - Understanding the value of play
 - Having a sufficient standard of health to cope with the demands of the work in a childcare service.
 - Training/qualifications
 - Experience
 - Ability to work with children, parent/guardians and other adults, including members of other professional bodies.
 - Reference checks with past employers and in particular to the most recent employer
 - Acquiring Garda vetting
 - Such vetting procedures shall be carried out prior to any person being appointed or assigned or being allowed access to a child in a preschool service.
6. All employees will be issued with written terms and conditions of employment and a contract of employment.
7. Confirmation of all appointments will be subject to satisfactory completion of a period of probation.

8. Salary levels will reflect the highly responsible, emotionally demanding and physically taxing nature of childcare work, and be comparable with other local childcare services.
9. Salaries will be reviewed annually.
10. The childcare service will conform to its legal obligations as an employer in relation to registration, taxation and retention of all records relating to the recruitment for one year.
11. Any candidate who feels that they may have been discriminated against can make a written complaint to the manager of the service.

Training:

It is our policy that all staff will have access to ongoing in-service training, to keep them up to date and to develop their childcare and education skills.

Staff Induction Training:

- Induction training: all newly appointed staff/students/volunteers are provided with the basic information they need to settle into the job, this includes; health and safety, child protection procedures, conditions of employment, policies and procedures and codes of behaviour.
- External training and attendance at conferences/workshops/seminars is encouraged and supported.
- At staff meetings, staff members are given the opportunity to feed back the information from the conference/workshop/seminar they attended.

General Procedures:

Staff meetings, usually held at least monthly, are encouraged and provide a mechanism for sharing of learning and ideas for the improvement of the quality of the service offered to children and families.

1. The childcare service encourages staff to take advantage of such training opportunities as are relevant to staff development and to the good of the service.
2. Financial assistance with the cost of training or time off to facilitate participation (with or without pay) may be offered at the discretion of the service.
3. The childcare service will provide opportunities for internal training, for example staff meetings, workshops, etc..
4. Such non-contact time within the service may be compensated by time off in lieu or payment, in consultation with the manager.
5. Staff will be given opportunities to share the learning from workshops at staff meetings.
6. Opportunities for Training in Manual Handling will be made available to all staff.
7. A training needs analysis is carried out and reviewed on a regular basis, to establish what type of training is required, and if it is relevant to the work, the staff and the service.

General:

1. Special leave arrangements will be made with the manager on an "at need" individual basis.
2. Termination of employment requires minimum statutory notice on either side.
3. The childcare service will bear the Health & Safety at Work Act in mind in all dealings with employees.
4. The service has in place staff grievance procedures, as well as the legally required disciplinary procedures.