

Fun 4U Club

33 Staffing Policy

Principle

We aim to recruit not only fully qualified highly experienced staff but also those with a compassionate personality towards others. We endeavour to promote an open friendly working environment for all our staff and to also give them the opportunity to avail of extra training and growth within their role.

Statement of Intent

Fun 4U Club wishes to support and nurture our staff recognizing any difficulties they may experience within their role.

Clear guidelines will be given to each staff member on their role and expected conduct within the setting. Safeguarding themselves and their colleges from wrongful allegations.

Procedures

- Each staff member will be required to sign a contract of employment relating to his or her post.
- Each staff member will be provided with (An introduction letter to their states with regards to Automatic Enrolment into Fun 4U Club's workplace pension. N.E.S.T.)
- Each staff member will be provided with (Appendix: One - Absence Notification and Certification Procedure relating to sickness)
- Each staff member will be provided with (Appendix Two: - Disciplinary Rules and Procedures.)
- Staff will go through an Appraisal programme with regards to their progress and settlement into their role including their relations with other members of staff.