

Springboard Opportunity Group Employment Policy

Background

Springboard are committed to recruiting, appointing and employing all staff, volunteers and students in accordance with relevant legislation and best practice. We aim to build and support a team committed to the safety and wellbeing of the children and families we work with and of each other.

It is our intention to ensure all staff and volunteers are suitable to fulfil the requirements of their roles, have appropriate qualifications, training, skills and knowledge and undergo relevant DBS checks.

We acknowledge the importance of respecting and valuing all our staff, volunteers and students. We endeavour to maintain a resilient workforce who feel supported and empowered, with a high level of job satisfaction.

This policy is written with reference to relevant legislation and guidance including:

- Statutory Framework for the Early Years Foundation Stage 2017
- Child Care Act 2006
- DBS Code of Practice 2015
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders act 1974
- Equality Act 2010

Recruitment

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. See Springboard Equality and Diversity policy for further details. [Equality & Diversity 2018.docx](#)

Staffing requirements are discussed at staff and trustee meetings. When the need for a new appointment is agreed, the recruitment procedure is followed as set out in the Recruitment Checklist and associated documents.

At least two people will be involved at all stages of the recruitment process, at least one of whom will have completed current Safer Recruitment training. All applicants will be recruited in line with Safer Recruitment principles.

- All applicants will be informed that appointments are subject to an enhanced Disclosure and Barring (DBS) check plus two satisfactory references.

- An additional criminal records check will be made for anyone who has lived or worked abroad following current Government guidelines.
- All staff will be expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.
- All applicants will be informed that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974, which includes an enhanced DBS check.
- Evidence of qualifications and proof of I.D will be required at interview.

Appointment, Induction and Probation

Once an appointment has been agreed a formal offer is sent subject to references and enhanced DBS checks in line with the Appointment Checklist.

DBS updates will be carried out regularly in line with Springboard Safeguarding policy. [Safeguarding Policy Mar 2020.doc](#)

Information about qualifications and the identity checks and vetting processes that have been completed (including DBS check reference number, the date a check was obtained and details of who obtained it) are stored in line with our Retention Storage and Security of Documents policy. [Retention and storage of documents 2018.doc](#)

Each new staff member will receive an induction pack and staff handbook.

The induction will usually be organised by the line manager and will be completed in a timely way, ensuring the staff member has access to all the information necessary to undertake their new role.

The probationary period is stipulated in the contract. The review will be completed within the agreed timescale.

Support and training

We are committed to providing a support framework that helps staff carry out their roles and responsibilities and keep job satisfaction and standards high.

We will provide effective supervision, appraisal and training support for all staff to demonstrate competence in their role, and allow both employee and employer to develop better practice through reciprocal feedback.

An annual appraisal, 1-1 supervisions, mentoring and team support are arranged by line managers in line with Guidelines for Appraisal and Support

We recognise the importance of continual professional development and offer training opportunities throughout the year. See our Training and Professional Development guidelines.

Representation

Springboard aims to elicit staff views on all key issues concerning the everyday running of the organisation and future developments.

Discussion at team meetings, 1-1 meetings, appraisals, insets, planning meetings, input into quality assurance scheme and completion of annual questionnaires are some of the ways this can happen.

All staff views will be acknowledged and everyone given the opportunity to inform best practice and introduce new ideas.

Leaving employment

When a member of staff leaves, the process outlined in the Leaving Checklist will be followed.

Redundancy

Springboard aims to retain its staff and develop their skills. However, changes in funding, technology or other circumstances may affect Springboard's staffing needs. In this event, current Government and ACAS guidance on procedures e.g. consultation, support, will be followed as they are appropriate to the situation.

Springboard will seek to minimise the effect of redundancies and where redundancy is inevitable, will handle this in the most fair, consistent and sympathetic manner possible and minimise as far as possible, any hardship that may be suffered by the employees concerned.

Springboard will aim to keep staff informed as fully as possible, and in line with Springboard's legal requirements, about staffing requirements and any need for redundancy.

Should redundancy become inevitable, staff will be informed of the criteria for selection for redundancy and affected staff will be entitled to reasonable time off with pay to look for another job or to make other arrangements for retraining.

Redundancy pay will be awarded to any Springboard employee after two years of continuous service as follows per the current Government guidelines.

The salary scale is the one in use at the time the post is declared redundant and the amount of pay is subject to a statutory maximum.

Retirement

Springboard recognises there is no statutory retirement age and will not require employees to retire or set a retirement age unless it can be objectively justified that they are no longer able to fulfil all aspects of the job requirements.

This policy was adopted by Springboard Opportunity Group's Board of Trustees	
Date of meeting	6.10.20
Date for review	Summer 2023
Signed on behalf of the Trustees	
Name	
Role	