



60 Newmarket Street, Grimsby, North East Lincolnshire, DN32 7SF  
Telephone 01472 269666 FAX 01472 240699  
[www.foresight-nelincs.org.uk](http://www.foresight-nelincs.org.uk)

## Staffing Policy

This document sets out policy issues and identifies policy directions as they affect the relationship between Foresight and individual employees. The most important resource for Foresight is its staff (employees), trustees and volunteers. Our aim is that all types and categories of staff should be treated, and feel treated, as members of the team in which Foresight is dependent for its and their future.

The aim of this staffing policy is to:

- Provide employment conditions and practices that both enable the development of Foresight staff and respect the rights and dignity of individuals, and provide safe and healthy working environments for all;
- Ensure that employees receive the necessary opportunities and incentives to develop relevant skills and thus realise their full potential as productive members of Foresight staff
- Recruit and retain employees of the highest quality and motivation in order to fulfil our company's aspiration
- To work in conjunction with Foresight Safeguarding Policies and procedure for the protection and safety of staff, learners, volunteers and all those who contribute and are associated with Foresight and its business.

### Equality and Diversity

Equality and diversity is central to the ethos of any organisation or leaning institute and we are required by law to avoid discrimination on the grounds of gender, race, ethnic origin and religion. Foresight's Equality and Diversity policy document lays out details, in which we expect all staff, learners, and employees to abide, respect and adhere to. It clearly states are policies including that of recruitment, advertising, interview and selection, training and our service provision.

### Safety

The systematic care of the health and safety of Foresight staff and learners is an essential objective of the staffing policy. To this end it is the responsibility of all with managerial or supervisory responsibilities to ensure compliance with the relevant safety legislation and to promote safe working practices at all times. Further details can be obtained via Foresight's Health and Safety policy document. Safety is an individual as well as an organisation responsibility and Foresight expects its staff to adhere to the Health and Safety Policy and to

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responsibilities to care for the health and safety of themselves, their colleagues and all who may be affected by their activities.

## **Recruitment**

In line with Foresight's 'Equality and Diversity Policy', Foresight will follow recruitment processes which will enable it to recruit the best staff with the skills it needs. These processes will be based on the following principles:

- Foresight will use a range of advertising methods in order to attract the widest pool of appropriate applicants. In some circumstances, advertisements may initially be limited to Foresight internal staff to assist the career progress of staff, or where temporary staff is transferred to permanent appointments, advertisements may be deemed unnecessary.
- Selection for all posts will be based on job and person specifications to ensure the best match of applicants' abilities within Foresight's needs.
- All Teaching staff will be required to hold a national teaching qualification such as: PTTLS, DTLS or equivalent or higher
- All staff, volunteers, employees must have completed Foresight's induction, which outlines the minimum expectations of their work standard

Matters concerning working practices and individual terms and conditions of employment will be discussed with the individual employee confidentially.

## **Disclosure Barring Service (DBS)**

As an organisation delivering services to vulnerable Adults and Children it is our duty to ensure that all staff who may come into contact whether through face to face, or other are DBS checked. Therefore all staff will be subject to an enhanced DBS check or must hold a valid and current enhanced DBS check to or be in process of obtaining an enhanced DBS check as part of the recruitment process. The DBS checking process includes searches against records held by the Police, and registers of people barred from work with adults and children.

## **Staff Expectations**

All staff will be expected to attend regular training in conjunction with and as part of the Continual Professional Development and in order to ensure that policy, procedural, contractual and or legal changes, amendments and updates are understood and implemented accordingly. All staff must work within their contractual obligations, following Foresight's Policies and Procedures as given out at Induction. It will be the member of staff's responsibility to ensure they check emails and correspondence regular and attend training to keep up to date with any changes that are implemented. All staff will be expected to work within the guidelines of Health and Safety and provide good quality service in accordance with Foresight's quality standards and work with due care and diligence at all times. Staff will be expected to provide evidence of qualifications, DBS checks, adherence to procedures and updates. Staff must be aware of and have tolerance to learners, colleagues, staff members and other members', religious, tradition and cultural beliefs so long as this does not cause harm, disruption or negative, immoral or detrimental connotations to others. Each employee will be given a copy of this Staffing policy on commencement of his/her employment and will sign a declaration of receipt, understanding and adherence to the policy. A copy of this declaration will be kept in individual Personnel files.