

Ysgol Aberconwy



Personnel Policy

POLICY DOCUMENT NO: 33

ISSUE NO: 4

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date: 01/12/2

Review due date : 01/12/23

LT Link : IG

POLICY STATEMENT ON PERSONNEL MATTERS

1. Rationale

This school's success depends to a large degree on the contribution made by all the staff.

The Governing Body therefore accept that fair and efficient personnel and employment policies are an essential part of ensuring the school's success. The Governing Body also agrees that the policies must be understood and acceptable at all levels in the school.

2. Purposes

The Policy Statement sets out to establish a framework of the following :

- Manpower Planning - decisions on the future size and the skill-mix of the staff and planning to meet the needs of the school.
- Recruitment and Selection - ensuring sufficient suitable staff are available to meet the needs of the school.
- Health, Welfare and Safety - providing a safe and healthy working environment for all the staff.
- Grievance and Disciplinary Procedures - formulating fair and effective arrangements to resolve discipline and grievance matters.
- Equal Opportunities - ensuring by all means possible that all the present and potential school staff have equality of opportunity without discrimination on grounds of sex, marital status, race or disability.
- Communication, Consultation and Contribution - consultation with staff, providing information and allowing staff to share in the school's development.
- Training and Development - ensuring that the training needs of individuals and groups meet the school's aims and objectives having regard to the needs of the staff and the school's development in the community.

3. Guidelines

In order to be efficient all members of staff must be involved in the development, implementation and monitoring of the policies accordingly :

- (i) draft policies will be based on the models suggested by Conwy County Council
- (ii) draft policy statements will be circulated to all staff as well as to the Governing Body
- (iii) the Governing Body will be asked to approve the drafts and to take into consideration observations from staff representatives
- (iv) the model policies and procedures of the Education Authority should become part of the school's policy statement on personnel matters.