

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

2.1.4. Pay Review (including pension contributions)

Statement of intent

To ensure that our staff are remunerated fairly for the duties they perform and the level of this remuneration is reviewed on a regular basis.

Method

- Each staff member will be awarded a contract prior to the start of their employment stating the number of contracted working hours and the hourly remuneration rate for those hours.
- The hourly rate will vary according to the contracted duties performed by the staff member.
- Staff remuneration rates will be reviewed on an annual basis by the Committee to ensure that they remain aligned with the financial position of the Pre-school.
- The pay review will take place during term 3 (once National Living Wage and National Minimum Wage rates have been announced) and will be effective from 1st April.
- Prior to their pay review, staff should demonstrate they have complied with the following:
 - fulfilled mandatory training requirements as identified in their last appraisal;
 - progression of professional development as identified in their last appraisal; and
 - no significant unexplained/unauthorised absence from work.
- The pay reviews will take due cognisance of statutory regulations.
 - St Joseph's Pre-school ensures that staff remuneration rates are in line with the National Living Wage and National Minimum Wage¹.
 - St Joseph's Pre-school ensure that employer/employee pension contributions are aligned with advice received from The Pension Regulator² (as per the Pensions Act 2008).
- Consideration will be taken of remuneration rates for similarly qualified and experienced staff at other settings where the information is available³.
- Staff will be advised in writing of any changes in their rates of pay and, if applicable, pension contribution, in the month prior to the change becoming effective.
- Salary review letters will be sent out by email to enable an electronic signature of acceptance. These signed copies will then be saved on the Treasurer G drive on receipt.
- Staff contracts will not be updated if the only change is an annual salary increase. The signed letter of notification will stand as an appendix to the contract.

¹ The Living and Minimum Wage is a legal right which covers almost all workers. It became compulsory from 1 April 2016

² www.thepensionregulator.gov.uk

³ St Joseph's Pre-school uses information obtained from PATA's annual fees and wages survey results

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- If there are changes to other terms and conditions then contracts will be amended to reflect all changes, within one month
- In the case of fixed term contracts, where there is only an annual salary increase, the salary increase letter will stand as an appendix to the contract. A new contract, with the updated salary, will be issued as and when a new fixed term contract is agreed (i.e. ahead of the start of the academic year).
- Temporary changes to a staff member's hours, even if regular (i.e. to cover training, SENCO duties each week or for additional staff cover regarding numbers) will be classed as overtime (or a deduction from hours worked) on the payroll submission and contracts will not be amended

Associated policies and procedures

- 2.1 Employment and staffing

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Required to ensure adherence to Pre-school's pay strategy	06/8/2020 Cttee Mtg
2.0	L Farrer	Updated to <ul style="list-style-type: none">• account for temporary hour changes being reflected via overtime payments and contracts not requiring amending.• Inclusion of "associated policies and procedures" section as per Section 175/157 2022 safeguarding audit	20/06/2022 Cttee Mbr (G Ind)
3.0	L Farrer	Updated to account for the removal of the need to update contracts each time a salary is amended and the introduction of a single annual pay review	28/03/2023 Cttee Mbr (S Webb)