

## 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 1<sup>st</sup> 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 Wage<sup>1</sup>.
  - St Joseph's Pre-school ensure that employer/employee pension contributions are aligned with advice received from The Pension Regulator<sup>2</sup> (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 available<sup>3</sup>.
- 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<sup>4</sup>.
- 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.
- If there are changes to other terms and conditions then contracts will be amended to reflect all changes, within one month

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

<sup>2</sup> [www.thepensionregulator.gov.uk](http://www.thepensionregulator.gov.uk)

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

<sup>4</sup> This is a requirement by law

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- 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 normally be amended nor will Annual Salary Calculations normally be revisited.

### Further guidance

- [www.acas.org.uk](http://www.acas.org.uk) : Pay rises

### 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 Aug 2020 Cttee Mtg
2.0	L Farrer	Updated to <ul style="list-style-type: none"><li>• account for temporary hour changes being reflected via overtime payments and contracts not requiring amending.</li><li>• Inclusion of "associated policies and procedures" section as per Section 175/157 2022 safeguarding audit</li></ul>	20 Jun 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 Mar 2023 Cttee Mbr (S Webb)
4.0	K Coupe	Reviewed. Contents checked against ACAS advice and minor updates made.	13 Feb 2025 Treasurer (L Farrer)