

# Recruitment of Existing Monkey Puzzle Employees Policy



## Policy

At Monkey Puzzle, we recognise that our people are central to the success of every nursery. Employees are free to pursue career opportunities that are right for them, including roles at other settings within the Monkey Puzzle network.

However, the movement of employees between Monkey Puzzle nurseries can affect staffing arrangements, business operations and relationships between franchisees. These situations must therefore be managed professionally, openly and sensitively.

Each franchise nursery is independently owned and operated. Nothing within this policy is intended to restrict an employee's right to apply for another role or change employer. The purpose of the policy is to ensure that recruitment involving existing Monkey Puzzle employees is handled fairly, transparently and in a way that protects the collaborative nature of the network.

This policy applies to franchisees, nursery managers and anyone involved in recruitment within a Monkey Puzzle nursery.

## Procedures

### Employee-led applications

Where an existing Monkey Puzzle employee independently applies for an advertised role at another nursery, their application should be considered fairly and in the same way as any other applicant.

The recruiting nursery must:

- Respect the employee's confidentiality during the initial recruitment process.
- Obtain the employee's consent before contacting their current employer.
- Follow a fair and consistent recruitment and selection process.
- Avoid making any offer or arrangement that would encourage the employee to breach their existing employment contract or notice period.

### Direct approaches to employees

Franchisees and managers must not actively target, solicit or encourage employees from another Monkey Puzzle nursery to leave their current employment.

Recruitment activity must not undermine another nursery or place pressure on an employee to move between settings.

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## Communication between franchisees

Once an employee has confirmed that they wish to progress with an opportunity and has provided their consent, the recruiting franchisee should contact the current franchisee at the earliest appropriate stage.

Communication should be open, professional and respectful. This should include:

- Confirming that the employee has applied for a position.
- Discussing any operational implications where appropriate.
- Agreeing how reference requests and employment checks will be managed.
- Supporting an appropriate notice period and handover.
- Avoiding any communication or behaviour that could negatively affect the employee.

Communication between franchisees must not be used to prevent or discourage an employee from pursuing another role.

## Recruitment decisions

All appointments must be based on the individual's suitability for the role and must follow the nursery's Safer Recruitment Policy and procedures.

The recruiting nursery remains responsible for completing all required recruitment checks, including:

- References.
- Disclosure and Barring Service checks.
- Right-to-work checks.
- Qualification checks.
- Employment history and suitability checks.
- Any other checks required under the Early Years Foundation Stage statutory framework.

Previous employment within the Monkey Puzzle network does not remove the requirement to complete a full and compliant recruitment process.

## References and confidentiality

References must be requested and provided in line with the employee's consent, the nursery's reference procedures and data protection requirements.

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Franchisees and managers must not share confidential employment information informally or discuss an employee's application more widely than necessary.

Information about the employee's application, interview or proposed move should only be shared with those who need it for legitimate recruitment or operational purposes.

## **Notice periods and handover arrangements**

Employees are expected to comply with the notice requirements contained within their employment contract.

Where an appointment is made, both franchisees should work constructively to support:

- A reasonable and agreed start date.
- Completion of the contractual notice period.
- An effective handover.
- Continuity of care for children and families.
- Minimal disruption to either nursery team.

Any variation to the employee's notice period must be agreed between the employee and their current employer.

## **Professional conduct**

All parties must manage the situation with sensitivity and avoid behaviour that could damage relationships within the network.

Franchisees and managers must not:

- Speak negatively about another Monkey Puzzle nursery or franchisee.
- Place pressure on an employee to accept or reject an opportunity.
- Offer incentives specifically intended to encourage an employee to leave another Monkey Puzzle setting without appropriate notice.
- Attempt to obstruct an employee's career progression.
- Share confidential information without permission.
- Allow a recruitment matter to affect professional relationships or wider network collaboration.

## **Concerns and disagreements**

Where concerns arise, franchisees should first try to resolve the matter through open and professional discussion.

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If the matter cannot be resolved, it should be raised with the Monkey Puzzle Head Office team, who may support communication between the franchisees.

Head Office may provide guidance and facilitate discussions but cannot make employment decisions on behalf of independently owned franchise businesses.

## **Breaches of the policy**

Concerns about a potential breach of this policy should be raised with Monkey Puzzle Head Office.

Any concerns will be reviewed fairly and may result in further discussion with the franchisees involved. Repeated or serious conduct that damages the network, undermines professional relationships or conflicts with franchise obligations may be addressed in accordance with the franchise agreement.

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## **Legislative and Guidance Framework**

This policy is informed by:

- Employment Rights Act 1996.
- Equality Act 2010.
- Data Protection Act 2018.
- UK General Data Protection Regulation.
- Early Years Foundation Stage statutory framework.
- Relevant employment contracts

## **Linked Policies**

- Safer Recruitment Policy.
- Staff Code of Conduct.
- Equality, Diversity and Inclusion Policy.
- Data Protection and Confidentiality Policy.
- References Policy.
- Disciplinary Policy.
- Grievance Policy.