

12.0 Policy and Procedure Description for Exit Interviews

Yateley Community Pre-School seeks to provide fulfilling and worthwhile employment in an environment that encourages effective working and employee commitment. We want to retain our valued employees and believe that by analysing the reasons for employee resignations many issues that get in the way of good service provision, including the retention of experienced employees, will be addressed.

The purpose of the Exit Interviews Policy is to help the Pre-School discover if there are features in the employment package or environment, which could be revised and / or improved in order to retain good calibre employees. To obtain that information every leaver will be asked to take part in an exit interview.

- This policy will apply to all employees of Yateley Community Pre-School.
- Leavers should be informed that where issues are raised in the Exit Interview that oppose the values and policies of the Pre-School, for example Equal Opportunities, Health and Safety or risks to staff and children, the exit interview will be passed to the committee for investigation.
- The Chairperson / Vice Chairperson / Supervisor is strongly encouraged to ensure that an exit interview questionnaire is completed for each leaver during the notice period.
- Leavers should be encouraged to talk openly about their impressions of the Pre-School and their reasons for leaving. They should be reassured and informed that the interview is confidential and the findings will be added to the information from other exit interviews to enable any trends to be identified and improvements made.
- If there are problems with line management or other conflicts of personality, leavers should be encouraged to discuss these. Only if several leavers refer to similar problems in the same area will a course of action be considered.
- Where a face-to-face interview is conducted, the interviewer should complete the exit interview form and leavers should be asked to sign the form to confirm agreement. If appropriate, the interviewer should complete a report giving his or her recommendations on a course of action to the committee.
- All exit interview forms should be forwarded to the Chairperson to enable trends to be analysed using the data provided in the exit interview form. Interviewers should ensure that the correct reason for leaving is identified.

This policy was adopted at a meeting of Yateley Community Pre-School	
Held on (date):	
Signed on behalf of the Management Committee/Proprietor:	
Role of signatory (e.g. chairperson etc.):	