

SAFEGUARDING & WELFARE REQUIREMENT: STAFF QUALIFICATIONS, TRAINING, SUPPORT & SKILLS

3.1 Induction of Employees and Volunteers



Policy Statement

St John's Playtime Pre-school provides an induction for all employees and volunteers in order to fully brief them about our setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members where appropriate.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The Manager inducts new staff and volunteers. The committee chairperson inducts new Managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the trial period.
- Following induction we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- Notice periods (by employer or employee) can be found in the employees contract of agreement.

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17th June 2009.

This policy was reviewed & updated on: March 2019

This policy will be reviewed again on: March 2020

Signed on behalf of the Management committee and provider:

Name of Signatory: Wendy Bevan

Role of Signatory: Committee Chairperson

A handwritten signature in black ink, appearing to read 'Wendy Bevan'.