

## **SECTION INDUCTION FOR STAFF** Including - Springwood's Agency Staff, Parent Helper, Volunteers and Students and External Agencies

We provide an induction for all new and existing staff, students, apprentices, volunteers, parent helpers, agency staff and management in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

### **Procedures**

- We have a written induction plan for all new staff, external agencies, staff who are back from maternity leave and staff who have had minimum of three months absence, which includes the following:
  - Full Inductions to all staff including existing staff in case of promotion or demotion for example,
  - Short Induction for Springwood's Agency Staff, Parent Helper, Volunteers and Students – **PLEASE NOTE** that Long Term Volunteers, Students, Parents Helpers or External agency worker e.g. cleaner, may require Full Induction so they fully understand Safeguarding and Child protection, Health and Safety, Risk Assessments and all other Policies and procedures.
  - Familiarising with the building, health and safety, fire and evacuation procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarising them with confidential information (agency workers, parent helpers, students and volunteers are excluded) where applicable in relation to any key children; but only where enhanced criminal record check has been obtained through the Disclose and Barring Service (DBS).
  - Details of the tasks and daily routines to be completed.
- The induction period is planned for 6 months. However, it is expected that targets and progress will be substantial before 6 months period. Dates of the meetings, time, and progress are documented on the Induction form and stored in Personal files. The Owner, Early Years Advisor and Manager and Deputy Manager can induct staff.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- If performance during probation period is not satisfactory in Owner, EY Advisor or Management opinion we reserve the right to extend probation period or dismiss. One of the reasons for dismissal may be the fact that "employee may not be the right fit", etc. Setting management and mentor will support employee in training plan but it is expected that progress is satisfactory, steady and consistent and any gaps will close rapidly.
- Springwood may extend probation period and extensions is at Management and Senior Management discretion. Extension is given when induction has been completed in more than half of expected progress, but there are still components that employee is not confident or has not got knowledge or understanding of. Each extension would not be longer than 6 months and not shorter than 1 month. Springwood would normally issue up to 2 extensions.
- Form is self-explanatory, clear, and easy to use.
- Mandatory trainings are standard; however, with changing legislations or setting demands, etc any training can be added as mandatory.

### **Springwood's Agency Staff, Parent Helper, Volunteers and Students – short term support**

- We have a written induction plan for Agency Staff, Parent Helper, Volunteers and Students.
  - It is only person with clear enhanced DBS check will work with children either directly and non-directly;
  - Those aged 16 without DBS check will and any age students in full time education:
    - supply letter from college, school (or will ask them directly) stating general behaviour, family situation, attendance any other information that may be relevant.
  - If any above person did not attend setting for more than a month, the Induction must be repeated.

- Long Term Volunteers, Students, Parents Helpers or Agency staff that is ‘employed’ for long period, may require Full Induction so they fully understand Safeguarding and Child protection, Health and Safety, Risk Assessments and all other Policies and procedures.
- Agency Staff, Parent Helper, Volunteers, and Students DO NOT serve food or feed the children unless they are deemed competent and they know the children and are familiar with Allergies.
- Agency Staff, Parent Helper, Volunteers, and Students DO NOT administer medication nor act as a witness.
- Parent helpers and short term Students ARE NOT COUNTED IN RATIO.
- Agency Staff, Parent Helper, Volunteers, and Students understand that:
  - Management/person in charge will direct them throughout the day,
  - They are here to learn and/or support the regular staff in the setting and will be asked to help with day to day tasks.
  - Children’s safety and well-being is Springwood’s priority and they will adhere to the induction information.
  - They will respect the confidentiality of all parents, children, other professionals, and each other.
  - All business relating to Springwood will be treated in the strictest confidence and must not be repeated outside the pre-school.
  - All internal affairs are to remain confidential between involved parties.
  - They will report Any concerns they may have and will always find senior member of staff if they are not sure about anything or need further guidance.