



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

Induction of Staff (and long term volunteers)

Policy statement

We provide an induction for all staff and volunteers in order to fully brief them about our setting, the families we serve, our policies and procedures, curriculum, and daily practice. Our induction forms part of our 3-month probationary period.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
For further information click here: https://www.foundationyears.org.uk/wp-content/uploads/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf			

Checklist

Website address given	
Password for Tapestry	
Employee Handbook	
Policies – available online and in files in the kitchen and office	
Online link for EYFS (2012) and Early Years Outcomes/Development Matters	
Email link for ESCC e-learning training: Safeguarding Children	
Set date for probation review for one month	

Our Induction will be carried out by a senior practitioner.

GENERAL	Done
General information/history of setting – staff structure	
Mission statement – ‘making it great for every child every day’	
Introductions to all staff and volunteers, including directors	
Familiarising with the building, toilets, emergency evacuation procedures and health and safety issues.	
Introduction to parents, especially parents of allocated key children where appropriate.	
Snacks – how this is done, hygiene training and children’s allergies	
WHERE TO FIND & RECORD INFORMATION	
Familiarisation of general and confidential information in relation to children	
Planning cycle - child rota – Managers board – staff board	
Accident records	
Medication records/Where medicines kept	
Incident book	
Registers	
Wipe boards in room and office	
Allergies list	
Staff notice board in office	
Employment handbook - does staff member have any questions about contents?	
Recent Newsletter	
SAFEGAURDING: POLICY	
Go through in detail what to do if you are concerned a child is being harmed or at risk of being harmed	
Go through procedure for allegations against a member of staff and whistleblowing	
E-safety – who is the Lead E-safety – read and complete Acceptable Use Policy	
Security – visitors and storage of staff/visitor’s possessions.	
First Aid: Who are the first aiders Where are the first aid kits	

Collection of children – only to parent or password system	
Prevent Policy – explain what it is and how we promote British Values	
EXPECTATIONS OF STAFF	
Telephone – “Good morning/afternoon, Rotherfield Village Pre School, ----- speaking”	
Absence/sickness procedure – give copy of staff rota	
Working hours	
Arrangement for breaks – be very aware of ratios	
CONFIDENTIALITY: POLICY Under no circumstances should staff/volunteers discuss any aspect of pre-school on social media such as Facebook - this is a disciplinary matter – refer to E-safety policy	
Punctuality	
Dress code	
Personal telephone calls/mobile phones	
Attendance at staff meetings and training	
QUALITY ASSURANCE	
Probationary period – 3 months Supervision meetings: 1) 2) 3)	
ESCC training: Safeguarding	
Tapestry training:	
Any area of interest or strengths – so that we can plan accordingly	
Time is allowed to ask and answer any questions	

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers including management, Directors.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read, understood and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The probation period lasts three months. A senior practitioner inducts new staff and volunteers. The senior manager 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 probationary period.
- Following induction, we will continue to support staff to deliver high quality performance through regular supervision and appraisal of their work.

This is a record that has successfully completed their induction training.

Signed..... Staff employee

Date.....

Signed..... Induction Manager on behalf of Setting

Date.....

Successful completion of the induction forms part of the 3 month probationary period.

This Policy was reviewed by	Sandra Cawsey - Bursar
Adopted by	Rotherfield Village Pre-School Directors and Staff
Date	November 2020
Review Date	November 2021

Further information

- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
November 2020	Updated Educare Training to ESCC Removed EYFS training	Sandra Cawsey	Rotherfield Pre-School Staff & Directors