



16. Induction for New Staff Members and Regular Volunteers Policy

Aims of Policy

It is the Pre-School's policy to help our new employees to:

- Settle in quickly
- Be provided with the information they need to do their jobs
- Be given a sense of belonging
- Understand how their role fits into the context of the organisation

Procedure

The Committee of the Pre-School will undertake:

- Completion of Code of conduct agreement and for key people only Appendix to record keeping (childrens records).
- Provision of a job description (as drafted in conjunction with the Pre-School Leader)
- The completion of a contract
- DBS checks, references and other checks that may be required (eg into qualifications)

The Financial Manager of the Pre-School will undertake:

- The setting up of the payroll system if a paid member of staff

The Pre-School Leader will hold:

- Relevant medical information on all staff and regular volunteers
 - Emergency contact details for all staff and regular volunteers

The Pre-School Leader will ensure the new employee undergoes a detailed induction programme.

All key documents for staff reference are contained within the 'Staff Induction and General Information file' which is available for new and existing staff.

Furthermore, new staff will be given their own electronic copy of the following policies:

4. Code of Conduct Policy
6. Emergency Policy – Closure of Pre-School Procedure
7. Emergency Policy – Evacuation of Premises Procedure
8. Emergency Policy – Lockdown of Premises Procedure
9. Equality of Opportunity Policy – Achieving Positive Behaviour
10. Equality of Opportunity Policy – Valuing Diversity and Promoting Equality
11. Equality of Opportunity Policy – Supporting Children with Special Educational Needs and Disabilities (SEND)
14. Food and Drink Policy and Practice
15. Health and Safety Policy
19. Record Keeping Policy – Data Protection
20. Record Keeping Policy – Privacy
22. Safeguarding Children Policy – Child Protection

- 23. Safeguarding Children Policy – Collection and Non-Collection of Children
 - 24. Safeguarding Children Policy – Complaints Procedure
 - 25. Safeguarding Children Policy – Confidentiality and Parent Access to Records
 - 26. Safeguarding Children Policy – Information Sharing
 - 27. Safeguarding Children Policy – Looked After Children
 - 28. Safeguarding Children Policy – Maintaining Children’s Safety and Security on Premises
 - 29. Safeguarding Children Policy – Missing Child
 - 30. Safeguarding Children Policy – Outings and Visits
 - 32. Staffing and Employment Policy – Approach to Staffing and Employment
 - 33. Staffing and Employment Policy – Disciplinary Procedure
 - 34. Staffing and Employment Policy – Grievance Procedure
 - 35. Staffing and Employment Policy – Staff Capability Procedure
 - 39. Whistleblowing Policy
- 2018 – 2019 Operational Plan

In addition, all staff will be given a copy of RRSA letter to parents and copy of UNICEF articles.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child’s time with the Pre-School and that are related to a child’s health and wellbeing, parent’s or staff’s concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Committee Chairperson) _____

This policy was reviewed as indicated below:

2007 created

2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

UNCRC related article:

Number 42

Governments should make the Convention known to children and adults.

Seer Green Pre-School Induction Programme

Staff Member's Name

Topic	Signed by responsible person	Signed by new staff
Before Start		
Tour of Pre-School		
Contract inc pay, terms and conditions, working hours		
Confidentiality agreement, References and DBS		
Give Policies to read: Safeguarding Children, Equality of Opportunity, Whistleblowing, Health and Safety, Evacuation of Premises, Children's Pre-School Rules, Data Protection, Privacy and Operational Plan (p 2-5, 13-18)		
Expectations eg dress code and information about 1st day		
Day 1		
Introduction to staff		
Safety procedures/staff ratios/emergency exits/evacuation procedures/first aid kit		
Daily routine inc set-up, timetable and clearing up		
Responsibilities of new staff member		
Emergency contact details		
De-brief at end of day		
Week 1		
New staff member's role and responsibilities		
Safeguarding Children		
Accident and Incident reporting		
Pre-existing injuries recording		
Children's health matters: allergies, health care plans, medication record book and thermometer		
Toileting children (inc protective clothing)		
Cleaning procedures		
Storage of equipment (inc padlocks)		
Holiday/sickness/lateness procedures and time sheets		
Staff meetings and Inset days – frequency and pay		

Seer Green Pre-School Induction Programme (Continued)

Staff Member's Name

Topic	Signed by responsible person	Signed by new staff
For Key People:		
Record keeping inc Observations, Learning Journeys, Learning Priorities and Records of Achievement		
Parent observation books/parent meetings/parent consultations		
Month 1 and beyond		
Objectives of Pre-School inc ethos		
Positive behaviour management		
Special Educational Needs and Disabilities (inc IEPs)		
Organisational structure – Committee		
Feedback on policies		
Day book/collection passwords/child collection permission		
Register/wall chart showing no of people/visitors' book		
Observations/photographs		
Risk assessments		
Preparation of snack (food hygiene training)		
Manual handling		
Ofsted		
Staff appraisals		
Training opportunities		
Feedback		

Date of Safeguarding Training Code of conduct signed.....

Date Induction completed Emergency contact detail form completed

Date Induction Document Updated: *July 2018*