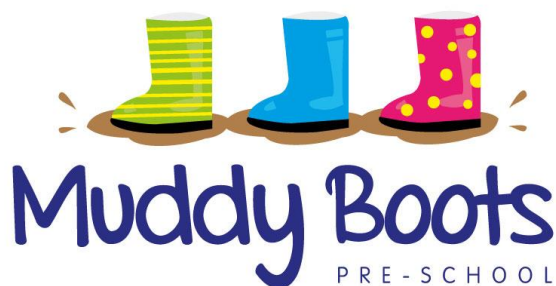


Muddy Boots Pre-School CIO

Staff Qualifications, Training, Support and Skills – 3.1 Induction of staff, volunteers and managers



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Staff Qualifications, Training, Support and Skills

Induction of staff, volunteers and managers

Policy Statement

We provide an induction for all staff, trustees, volunteers and visitors in order to fully brief them into the setting.

Procedures

- We have a written induction plan for all staff, which includes the following:

Pre-employment;

- Job description
- DBS check
- Reference check
- Health check
- Terms and conditions of employment
- Policy and procedures of the setting
- Personnel documentation – P45, National Insurance number, and Account number.

The role;

- Understanding the session plans
- Meet and greet duty when parents and children arrive and leave
- Familiarising them with confidential information where applicable in relation to key children
- Toilet duty
- Snack time – be aware of all dietary needs
- Ensure equal opportunities for all children
- Use of equipment and resources

Introduction to the setting;

- Introductions to all staff and volunteers, including management and committee members.
- Values and aims of the setting
- Tour of the building/work area

Terms and Conditions of Employment;

- Contract issued
- Pensions explained – staff to expect letter from Treasurer with invite to workplace pensions scheme
- Hours, breaks, method of payment
- Holidays
- Staff rota/reporting procedure
- Probationary period
- Period of notice
- Sickness provisions

Welfare and Worker facilities;

- Uniform
- Allergy and diets
- Emergency Contact
- Worker/Employer relations;
- Worker communications and consultation

- Grievance and disciplinary procedure
 - Appeals procedure
 - Organisation rules;
 - Smoking policy
 - General behaviour
 - Dress code
 - Telephone calls
 - Break facilities
 - Cloakrooms/toilets/lockers
 - Confidentiality
 - Health and Safety;
 - Health and safety policy
 - Door alarms
 - Awareness of hazards – indoors & outdoors
 - Emergency/evacuation procedures
 - Clear gangways, exits
 - Location of exits
 - Dangerous substances
 - Reporting of accidents
 - Emergency contacts folder
 - First aid facilities
 - Medication administration procedure
 - Awareness of allergy
 - Personal hygiene
 - Worker Development;
 - Training provision
 - New employee – Common Induction Standards
 - Review previous training and develop training plan
 - Performance appraisal/support meetings
- The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or 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, and when completed, is confirmed to the member of staff in writing.
 - We also have an induction plan for all trustees, which includes the following;
 - Added on to the list of Trustees held by The Charity Commission
 - Provided with information regarding the role of a Trustee
 - Provided with a copy of the current constitution including the aims of the organisation
 - Provided with an information pack and a description of the role and responsibilities
 - Identified what skills they can offer
 - Provided with a copy of all relevant committee documentation or advised where to find it
 - Completed an online DBS application and an emergency contact form

- Provided information and log in details for EY Central Online training. Requested to complete “Role of the Trustee” and “Effective Safeguarding” certificates
 - Introduced to all committee members
 - Introduced to all staff members
 - Briefed on health and safety, confidentiality, safeguarding children and equal opportunities procedures
 - Given a tour of the building and location of emergency equipment and exits as well as play resources and facilities
 - Signed Committee confidentiality agreement and provided with copy
- We also have a code of conduct for visitors and volunteers for Stay and Play sessions. This must be read and signed before proceeding with the visit. The induction list includes the following;
 - All personal belongings, including and specifically mobile phones to be left in the staff office
 - If any children asks for help with toileting or undressing, visitors must inform a member of staff immediately who will deal with it. Visitors are instructed not to enter the children’s bathroom. This aims to protect the visitor
 - If a visitor sees a child have an accident, they must inform a member of staff who will complete an accident form with the information provided by the visitor/witness
 - Visitors are encouraged to adopt the use of positive praise. Concern about a child’s behaviour must be reported to staff
 - Visitors must use appropriate language when interacting with the children
 - Any hot drinks at snack time must be consumed by the kitchen area, away from children.