

# Muddy Boots Pre-School CIO

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



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

## 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
  - Signed “Fit and Proper Persons” Trustee Declaration 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.