

## **Induction of staff, volunteers and Preschool Leaders Policy**

### **Policy Statement**

We provide an induction for all staff, volunteers and Pre-school Leaders in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. All staff and unsupervised volunteers who are new to working with children should have an enhanced DBS check, covering the children's barred list, completed and obtained. Those whom have worked in this sector before may not be required to a new one if it is still dated in the previous 3 months. Supervised volunteers are not required by law to have a DBS check carried out but a risk assessment may be carried out instead if so required by the setting.

### **Procedures**

- We have an induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including management committee members.
  - Familiarising with the building, health and safety and fire 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 where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
- Once offered a position, the staff member will then be on a three month probation period, during which time the staff member is trained in all areas and will complete the full induction programme. The Preschool Leader inducts new staff and volunteers. The chairperson or senior Preschool Leader inducts new Preschool Leaders.
- Documents given to the new staff member during their induction are
  - All policies and procedures to read, review and sign, with particular reference to Safeguarding, Whistle-blowing, Behaviour Policy, Health and Safety and Confidentiality Policy. Leader to make sure that new staff member fully understands these procedures.
  - Staff details form
  - P46 form if required
  - Safe Lifting information
  - Confidentiality certificate to sign
  - Information on where to access Basic Awareness in Child Protection online
- 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 continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- If the new member of staff is unfamiliar with the EYFS, an overview of children's Learning Journeys and other day-to-day procedures are discussed.
- A record of completion of all induction items will be processed and completed for the individuals' file.
- At the end of the three month probation period, an appraisal will be held between the new staff member and the Leader.
- Following this appraisal, Supervisions will be conducted termly to review their performance. Thereafter, appraisals will be conducted annually.

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**