

Staff Induction Policy

Principle

At Chandlers Chatters Playgroup management will normally carry out a four-week induction for all new staff and volunteers. This ensures that everyone is contributing to the work of the setting and is fully aware of our aims, objectives and vision, policies and procedures, the curriculum and the day-to-day running of the sessions, and also the families who use the setting.

Policy

This policy has been implemented to ensure that the management team and leader in charge are aware of the induction period which has been developed for working with new staff and volunteers.

Procedures

The management team will delegate authority to the leader in charge to ensure that the following process is implemented over the course of the first four weeks in the setting:

- Introduction to all staff/volunteers and the management team.
- New staff/volunteers are provided with details on their roles and responsibilities.
- New staff/volunteers are shown around the setting, taking into account emergency exits.
- New staff/volunteers are provided with a copy of the policies and procedures of the setting which they must sign as having been read and understood.
- New staff/volunteers are introduced to parents/carers and parents/carers are made aware of their role.
- New staff /volunteers are shown where records and confidential details are stores.
- New staff/volunteers are provided with an overview of the daily routine and talked through how a daily session operates

During the induction period all staff/volunteers must demonstrate an understanding of and compliance with all the areas covered. Induction forms part of the probationary period and new staff/volunteers can give feedback on progress to the management during support meetings. An induction form will be signed off throughout this process.

Timeframe for Staff Induction

Within **one month** the newly appointed staff will have induction training on:

- The setting's policies and procedures
- Child Protection, including Whistleblowing
- Management of Children's Behaviour
- Recording
- Working with Parents
- Health and Safety
- Equal Opportunities

Whilst the induction must be completed within one month, there will be some aspects that should be completed immediately at the discretion of the person in charge e.g. Child Protection

Staff will acknowledge that they have read, understood and agree with the setting's policies and procedures.