



Employment

2.03 Induction of staff, volunteers and managers

Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

We have a written induction plan for all staff - see Appendix to this policy.

The manager will lead the induction and ensure that the signed form is filed.

The induction includes the following:

- Introductions to all staff and volunteers as appropriate and their roles and responsibilities
- Familiarisation with the building, health and safety and fire procedures
- Ensuring policies and procedures have been read and are carried out
- Introduction to parents as appropriate
- Familiarising them with confidential information where appropriate
- Details of the tasks and daily routines to be completed
- Behavioural expectations

After the initial induction any newcomers to the setting will be monitored over the next 6 weeks (the "induction period") and all staff are expected to help them to feel welcome and to assist with any questions or concerns they may have. The managers and supervisors are responsible for ensuring they are provided with all the information they need to carry out their role.

For new managers, the Chairperson or another existing manager will carry out the induction.

During the induction period the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 28th September 2020 (date)

Signed on behalf of the provider

Name of signatory

Clair England

Role of signatory (e.g. chair)

Chair of Trustees

Appendix to 2.03 Staffing

Induction for students, new staff and parent helpers/volunteers.

Playschool structure & staffing

- Introduce to all staff present on their days in the setting.
- Make aware of management/committee structure & that they report to daily Supervisor.
- Main church number 01403 211150. Manager mobile numbers: Claire Burke: 07981 003 210; Sue Carter 07940 534451. Tell us asap if not coming in.
- Show them where office is and where art materials etc are stored.
- Next steps folder and explain Tapestry system.

Safety & Security

- Ensure doors closed firmly if leaving Playschool rooms during session. Including preschool locks and balcony door.
- Always inform Supervisor if need to leave Playschool rooms during session.
- Explain they will be signed in on the register & signed out when they leave.
- Only permanent time staff let people in or out of the Playschool rooms or take phone calls from reception.
- Fire – alert Supervisor. When alarm rings help children out of building - show them where fire extinguishers are situated and where to gather. Indicate where fire evacuation poster is displayed.
- Ladder – stored in cupboard. Use instead of chairs to reach things. Show safe lifting poster.

Health & Hygiene

- No smoking/drugs/alcohol.
- Personal hygiene.
- Suitable clothing.
- Lifting and moving equipment safely. See poster
- Storage of equipment safely.
- Parent helpers are not expected to deal with toileting, vomit etc. Students who have a DBS to follow setting policy.
- Food preparation – wash hands, wear disposable apron. Ensure surfaces clean. Keep sharp knives away from children. Use of coloured food preparation boards. Preparation of fruits and vegetables especially root vegetables. Point out food allergy list in cupboard/emergency box.
- Students and parent helpers do not administer medicines or deliver first aid (unless they are a qualified first aider in an emergency situation).
- If an accident or incident occurs it must be reported immediately to the Supervisor.
- Bodily fluids.

Daily routine

- Tour of setting
- For staff/students explain procedures for observations and where records are stored.
- Risk assessment.
- Location of main toys (construction, happyland, outdoor toys, art & junk etc).
- Location of cleaning materials, snack time food & utensils, tea & coffee facilities.
- Systems for setting up and tidying up. Where register, collection book and comments book stored.

Interactions with children

- Free play – go where the children take you unless instructed otherwise by Supervisor.
- Never leave a room or an area with scissors unattended.
- Discipline - new staff, students & parent helpers may handle small disputes – explain why the behaviour is not acceptable & offer solutions. We say “no” if it is appropriate but always explain why. Children are always asked to apologise for hurting others and are encouraged to empathise with the other child. We do not force an apology if the child is very reluctant. Ask for help if the situation is more difficult or unsure how to handle.
- Equal opportunities
- Physical contact – try to avoid lifting children. Never pull by the wrist or dangle by arms or legs. No inappropriate contact (e.g. kissing). If child kisses you explain that we don't kiss our teachers.
- Ensure language is appropriate to the age/stage of the child.
- Concerns about a child. Poster on Playgroup notice board. Procedure inside cupboard door.
-

Playschool Fire Evacuation Procedure.

- On hearing the alarm await instructions from the supervisor. She will advise you from which fire exit we will leave the Playschool rooms.
- If accompanied by a child, remain with your child.
- Once we have evacuated the premises a register will be taken and all children, staff and visitors will go to the 'place of safety' in Rehoboth Church.
- Once given the OK by the emergency services, you may leave.

Policies to give out to students and parent helpers (new staff receive full):

- 1.01 Children's rights & entitlements
- 1.02 Safeguarding children & child protection
- 1.09 Maintaining children's safety & security on premises
- 1.11 Valuing diversity & promoting equality
- 1.12 Supporting children with special educational needs
- 1.13 Achieving positive behaviour
- 1.18 Alcohol, drugs and medication
- 2.05 Online policy
- 3.04 Food hygiene
- 3.05 Clearing up bodily fluids
- Operational procedures during Covid pandemic
- 1.16 Appendix to sick child policy Covid 19
- Covid policy updates and addendums



Brighton Road Baptist Church Playschool

I confirm that I have received the above induction and read, understood and will abide by the policies.

Signed:

Print name:

Member of staff doing the induction:

Date: