Tring Stepping Stones Preschool

**Induction of Staff, Volunteers and Managers**

**Policy Statement**

We provide an induction for all employees and volunteers 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 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 and evacuation 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.
* A checklist of tasks which should be completed at each induction. The manager dates the checklist once each topic has been explained and the employee signs as proof they have been inducted and understood each topic.
* The initial induction period lasts three months for key functions of the employee’s role including safeguarding, familiarisation of the building, daily routine, introduction to staff and parents, behaviour management. Other functions may take longer to induct. The pre-school leader inducts new staff and volunteers with assistance given from staff members as and when requested. The pre-school leader and pre-school deputy induct new leaders.
* 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. Once the induction process has been completed a review of the checklist should take place and the employee and pre-school leader should sign to indicate completion.
* Following induction we continue to support staff to deliver high quality performance through regular supervision and reviews of their work.

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-school |  |
| Held on |  |  |
| Date to be reviewed | **January 2024** |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

**Other useful Pre-school Learning Alliance publications**

* Employee Handbook (2012)
* Recruiting and Managing Employees (2011)

|  |  |  |
| --- | --- | --- |
| Staff name | Date read | signature |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Nicke Cooke |  |  |
| Jo Davis |  |  |
|  |  |  |

Changes 2015

Welfare statement,Name to Employees and volunteers rather than staff, managers and volunteers

Added fire and ‘evacuation’

Changed publication details

Appraisals/1;1

Added educare course to behaviour

CRB to DBS

Added SEND Policy to Inclusion

April 16 review – no changes

April 2017 – no changes

March 2018 – no changes

March 2019 – no changes

March 2022 – no changes

January 2023 – no changes

**Tring Stepping Stones induction checklist**

**Staff/volunteer name:**

**Leader doing induction:**

|  |  |  |
| --- | --- | --- |
| **Topics to be inducted** | **Date inducted** | **Employee/volunteer signature** |
| Accident book   * Location * Details to include * Ice pack * 1st aid kits |  |  |
| Appraisals/1:1s   * Frequency * Half termly staff meetings |  |  |
| AGM |  |  |
| Behaviour management   * Policy details * Behaviour strategies * Educare On-Line course |  |  |
| Building familiarisation   * Toilets * Fire exits * Fire alarm sound * Kitchen equipment * Storage cupboard * Trolley storage trays * Room set up * Room clear down * Outside space set up * Outside space clear down * Shed and equipment * Emergency evacuation |  |  |
| Change book   * Location * Details of when to complete |  |  |
| Child Protection / Safeguarding   * Training course attended * On-line Early Years Alliance course * On-line Prevent course * Designated person * LADO * Whistleblowing   Chairperson’s Contacts   * Process for child protection issues/concerns * Bruising chart * Child protection log * Toileting procedure including adult using toilets |  |  |
| Collection of child book   * Location * Password System * Details to be completed * Process if not completed and different person collects |  |  |
| Committee meetings |  |  |
| Complaints process - Policy |  |  |
| Confidentiality   * Policy and staff code of contact * Privacy Notice |  |  |
| Daily routine Daily Operations in Policies   * Set up * Clear down * Snack time * Singing * Story time * Observations * Planning board |  |  |
| Day Book |  |  |
| DBS process – Not to begin volunteering or working until DBS confirmed   * Disclosure form signed |  |  |
| Employment   * Contract * Roles and responsibilities document signed * Job description signed * Staff code of conduct signed * 2 References * Information sheet for helpers |  |  |
| Email   * Email address for TSS * Use of personal email |  |  |
| On-line Safety   * Phones / devices * Poster * Policy * Social Media Log |  |  |
| EYFS   * Highlighted sheets * Observations * On-line course Early Years Alliance * Characteristics of Effective Learning * What nexts |  |  |
| Fees   * Location of fees list |  |  |
| Fire safety   * Fire drill * Fire alarm test * Attendance at fire drill (date) |  |  |
| First Aid   * training course details * location of first aid bags inside/outside * ice pack * Allergies board/health care plans |  |  |
| Food hygiene   * On-line course completed * location of office equipment & bags in kitchen * Allergens List * Cleaning Box |  |  |
| Health and Safety;   * Policy * Health & Safety board * Health and safety log (sign) * Cossh |  |  |
| Incident book   * how to complete * when to complete |  |  |
| Inclusion   * Read Inclusion checklist * Equality & Diversity Policy * SEND Policy |  |  |
| Introduction to parents   * photo on notice board * Email sent out |  |  |
| Introduction to staff |  |  |
| Key person process   * explanation |  |  |
| Learning journeys and observations |  |  |
| Manual Handling - Poster |  |  |
| Medicines   * Medicines Policy * Medicines book * HSE Poster * RIDDOR |  |  |

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| Nappy Changing Station   * Contents * Policy * Procedures for nappy changing i.e. supplies, gloves and aprons * Change book and charge |  |  |
| Notice boards   * Staff notice board * Health and safety * Parents notice board * Safeguarding notice board |  |  |
| Ofsted   * what we must inform them |  |  |
| Parent consultations   * Formal and informal * Procedure for catch ups with parents at beginning and end of morning – wait for children to leave |  |  |
| Parent contact information file   * Phone numbers and pass word * Emergency contacts list in outside bag |  |  |
| Planning   * Weekly * Termly * Key child planning |  |  |
| Policy file and signature   * location of file/website * key policies –   + Administering Medicines   + Behaviour management   + British Values   + Confidentiality   + Disciplinary   + Employment & Staffing   + Equality & Diversity   + Equipment & Resources   + Fire safety & Emergency Evacuation   + First aid   + Food and drink   + Food hygiene   + Grievance   + Health & Safety   + Managing children who are sick or infectious   + Missing Child   + Nappy/toileting   + On-line Safety   + Risk assessment   + Safeguarding   + TSS Privacy Notice   + What to do if worried a child is being abused   + Whistleblowing |  |  |
| Risk assessment file   * checklists, read & sign * daily risk ass checklist * pre –emptive * outings/trips |  |  |
| SENCO   * named person * read policy * healthcare plan form * Child looked after * TSS Early Years Offer * Wellcomm |  |  |
| Snack   * Buying snack * Individual Allergies list * Allergens Information * Preparing snack |  |  |
| Staff contact information sheet   * details on sheet |  |  |
| Staff meetings |  |  |
| Staff notice board   * contents * Allergies |  |  |
| Visitors book   * Location * Visitor Information * Locking door procedures * details to complete |  |  |

**Review date:**

**Pre-school lead signature:**

**Employee/volunteer signature:**