

**Induction of employees and volunteers policy**

**Our Aim:**

To 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, daily practice and how we focus on providing quality provision through teaching and learning to support children’s learning development/experiences. To support employees through their initial 6 months’ probation period to ensure they have an understanding of how their individual roles and responsibilities will contribute to supporting children in our care to grow and progress within the Early years curriculum in a positive, safe and rich learning environment. The induction process will be overseen and completed by the manager of the setting.

**Successful completion of written induction forms, are part of the settings probationary period. This also includes undertaking mandatory training such as paediatric first aid and basic child protection, or being booked onto/completed within the next month.**

Please note induction packs for staff and volunteers will differ.

**Procedures:**

To provide a written induction plan for all new staff, which includes the following:

* Introductions to all employees and volunteers [including management and committee members].
* Familiarisation with the building, health and safety, fire and emergency evacuation procedures.
* First aid procedures (medication storage, location of first aid box and how to correctly record accidents/first aid treatment given....)
* Introduction to the parents, especially parents of allocated key children where appropriate.
* Details of the tasks/daily routines to be completed and expectations of new staff.
* Safeguarding (DP child protection officer, log of concerns, whistle blowing etc...)
* Designated roles of other staff members (SENCO, ENCO etc...)
* Behaviour management/procedures
* Playgroup’s policies, confidentiality and GDPR.
* Professional development folder and further training.
* Collecting contact/personal information.
* Explanations of agreed key children paperwork allowance, expenses and overtime procedures.
* How we assess, record and support children alongside the EYFS including use of learning journals to track progress in learning development and mandatory/ fixed assessments completed throughout the academic year. (The role of a keyworker)
* Processes for sharing information on children’s progress. This includes not only parents/carers but also other early years settings if they attend another one.

New employees/volunteers will also be required to read and sign a code of conduct and for staff, a supervision agreement also. Copies of these will be kept by the manager for the settings records.

During the induction period, the individual **must** demonstrate an understanding of and compliance with policies, procedures, tasks and routines. Successful completion of Fowlmere Playgroup’s induction process will also include discussing this matter with our committee members to determine whether your probation period will need to be extended or if you will be offered a permanent position within our team before receiving your contract of employment. Notification of this will be given in writing as close as possible to the end agreed probation date by a member of Fowlmere Playgroup’s Committee.

Following successful employment, we will continue to support our staff to deliver high quality performance through regular supervisions, appraisals of their work and peer on peer observations. Fowlmere Playgroup will also provide any additional training to support individual’s personal professional development. New staff members are made aware that the cost of mandatory training completed (PFA) will be recovered by Fowlmere Playgroup’s committee if they should leave within the first year of their employment; this is also stated within their contract of employment.

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| This policy was adopted by | **Fowlmere Playgroup** |  |
| On | **7th Jan 2019** |  |
| Date to be reviewed | **June 2024** |  |
| Signed on behalf of the provider |  |
| Name of signatory |  Kayleigh Holwell |
| Role of signatory (e.g. chair, director or owner) |  Chairperson |

**Updates made Feb 2021 Jasmine Redrup**

**Updates made May 2022 Verity Smith**

**Reviewed June 2023 Verity Smith**