



# INDUCTION OF SHORT TERM STUDENTS (2 weeks or less)

## Policy statement

We provide an induction for all short term volunteers in order to fully brief them about the setting, the children and their families, our policies and procedures, curriculum and daily practice.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

**Students name:**

**School/College:**

Suitability documentation from school/college to vouch for their suitability (this can include a telephone conversation with school):

General information/history of setting – staff structure

Mission statement – ‘make it good for every child every day’	
Introductions to all staff and volunteers, including management committee members.	
Familiarising with the building, toilets, emergency evacuation procedures and health and safety issues.	
<p><b>Behaviour Management:</b> We never raise our voice or hit children</p> <p><b>Safeguarding:</b> Explain that a child may choose to disclose something to them. In this instance listen to the child and what they are telling you and speak immediately to Fiona who is the Safeguarding Lead.</p> <p><b>Confidentiality:</b> Do not discuss outside of pre school information about children/families.</p> <p><b>E-Safety:</b> Under no circumstances should volunteers discuss any aspect of pre school on social media such as Facebook - this is a serious matter.</p> <p><b>Equality:</b> We are open to all children/families. Discuss any children with SEN who may need extra support</p>	
Details of the tasks and daily routines to be completed – daily plans/rhythm of day	
Security – visitors and storage of staff/visitor’s possessions <b>including mobile telephones</b>	
First Aid – who the first aiders are	
Collection of children – do not pass any children over to an adult	
Snacks – how this is done including allergies	
Staff notice board	
Absence/sickness: Phone to let us know	
Working hours: discuss hours including breaks	
What to wear and bring:	
Interests and strengths and relevance of this work experience:	
Does volunteer have any paperwork that we need to complete?	

This is a record that ..... has successfully completed their induction training.

Signed..... Senior Staff employee

Date.....

Signed..... Volunteer

Date.....