



**General Welfare Requirement: Suitable People**

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

**Employment**

**Induction of Staff (and long term volunteers)**

**Policy statement**

We provide an induction for all staff and volunteers in order to fully brief them about our setting, the families we serve, our policies and procedures, curriculum and daily practice. Our induction forms part of our 3 month probationary period.

**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	

**Checklist**

Website address given	
Password for Tapestry	
Employee Handbook	
Policies – available online and in files in the kitchen and office	
Online link for EYFS (2012) and Early Years Outcomes/Development Matters	
Email link for Educare training: Safeguarding training completed Email link for Educare training: EYFS training	
Set date for probation review for one month	

Our Induction will be carried out by a senior practitioner

<b>GENERAL</b>	<b>Done</b>
General information/history of setting – staff structure	
Mission statement – ‘make it good for every child every day’	
Introductions to all staff and volunteers, including directors	
Familiarising with the building, toilets, emergency evacuation procedures and health and safety issues.	
Introduction to parents, especially parents of allocated key children where appropriate.	
Snacks – how this is done, hygiene training and children’s allergies	
<b>WHERE TO FIND &amp; RECORD INFORMATION</b>	
Familiarisation of general and confidential information in relation to children	
Planning cycle - child rota – Managers board – staff board	
Accident records	
Medication records/Where medicines kept	
Incident book	
Registers	
Wipe boards in room and office	
Allergies list	
Staff notice board in office	
Employment handbook - does staff member have any questions about contents?	
Recent Newsletter	
<b>SAFEGAURDING: POLICY</b>	
Go through in detail what to do if you are concerned a child is being harmed or at risk of being harmed	
Go through procedure for allegations against a member of staff and whistleblowing	
E-safety – who is the Lead E-safety – read and complete Acceptable Use Policy	
Security – visitors and storage of staff/visitor’s possessions.	



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

Signed..... Staff employee

Date.....

Signed..... Induction Manager on behalf of Setting

Date.....

Successful completion of the induction forms part of the 3 month probationary period.

This Policy was reviewed by	Office Manager – Liz Burnett
Adopted by	Rotherfield Village Pre-School Directors and Staff
Date	January 2018
Review Date	January 2019

Reference to EYFS (2012) (2014)