



## Micheldever & Stratton Preschool Staffing and Volunteers Induction Policy (Revised 4<sup>th</sup> November 2020)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Micheldever & Stratton Preschool we believe that a thorough induction is crucial to support new staff, volunteers and parent helpers to the setting. Please read this policy in conjunction with the induction and mentoring forms attached (if applicable).

### Procedures

To do this we will:

Ensure an induction is started preferably before a person's start date or as soon after they start as possible.

- Ensure each staff member or volunteer is given a mentor within the setting.
- Ensure the mentoring system is explained to the mentor and the staff member.
- Ensure new staff are given a copy of all policies and procedures via our website or email.
- Ensure a DBS is completed as soon as practicably possible, ideally before commencing work/volunteering within the setting (this does not apply to parent helpers). For permanent members of staff DBS checks will be carried out every three years unless they are on the update service.
- Ensure no staff member is alone with the children until the DBS has been returned successfully and their initial induction has been completed.
- Ensure new staff members have practical demonstrations (see induction form) and are not expected to complete practical tasks such as toileting children alone until approved by the manager.
- Ensure all staff members complete infection control training prior to starting at the setting and understand their responsibilities within our setting with regards to COVID-19 and infection control.

### Other Related Policies & Procedures

Micheldever & Stratton Pre-School, The Warren Centre, Micheldever Station, SO21 3AR, Tel: 07934981271, EY2647913, Charity Number: 1076656

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Anti-Bullying*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*
- *Covid Action Plan*
- *CPD Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *E-Safety Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person Policy*
- *Key Person & Settling Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children/Staff Allergies Policy*
- *Mobile, Camera & Social Media Policy*

- *Nappy Changing Policy*
- *No Smoking Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staff Behaviour Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Toileting Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2020**

**Review Date: November 2025**

**\* This Notice was adopted by the committee on 21/01/21**

**Signed: Claire Bentham**

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 24/01/23**

**Signature: Mrs N L Mann-Rae**

**Amendments: Removed FS policies link**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

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