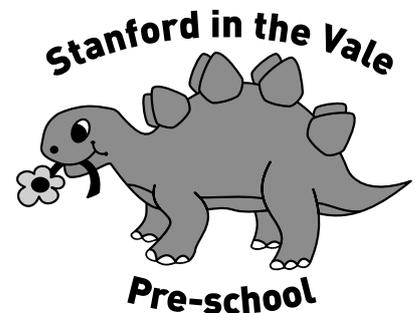


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



2.1.6 - VOLUNTEER AND STAFF INDUCTION TRAINING POLICY

Reviewed May 2017

Statement of intent

Stanford Pre-school believes that new staff members and volunteers should be formally supported throughout their initial weeks of employment or volunteering to ensure that they receive sufficient knowledge to complete their duties competently and with confidence.

Aim

It is Stanford Pre-school's intention to provide new employees and volunteers with a comprehensive Induction Training Programme (ITP) within their first week.

Methods

In order to meet this aim, we:

- Maintain a simple but comprehensive written ITP which includes the following:
 - Introductions to all staff and volunteers, including management committee where appropriate.
 - Reading and signing the Staff Code of Conduct
 - Familiarising with the building, health and safety and fire procedures.
 - Introduction to allocated key children and their parents where appropriate.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the task and daily routines to be completed.
- Guide new employees through the ITP starting on their first day of employment.
- Endeavour to conclude the ITP by the end of the first week. This timeframe is for guidance and may be subject to change.
- Prior to induction it will be ensured that all of the necessary DBS and declarations concerning disqualification/ disqualification by association will be completed and returned.
- During the first week of employment all new staff will read and sign to say they have understood 'Keeping Children Safe in Education' – September 2016 Part 1 – Annexe A
- All new staff must complete the OSCB Introduction to Safeguarding course during their first week of employment.
- A copy of our policies and procedures are given to new staff and they are asked within their first month to sign a separate sheet to say they have read them. During the induction periods the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Ensure priority guidance is given to matters relating to health and safety, child protection and evacuation policies and procedures.
- The manager inducts new staff members. The chairperson or a nominated director inducts a new manager.
- Successful completion of the induction forms part of the probationary period.
- All staff are invited to attend committee meetings and will be introduced to the members at such a meeting.

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on 8th May 2017 (date)

Date to be reviewed May 2019 (date)

Signed on behalf of the management committee

Name of signatory Karin Williams-Cuss

Role of signatory (e.g. chair/owner)
