

Induction of Staff, Volunteers and Managers

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receives induction training to help them understand their roles and responsibilities

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn. http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child – 1.3 Keeping safe

Positive Relationships – 2.4 Key person

Enabling environments – 3.2 Supporting every child

Policy Statement

We recognise that co-operative and effective teamwork is essential to the success of our pre-school. The pre-school welcomes each new colleague, staff or volunteer and it is through this goodwill that effective relationships grow. The importance of trust, confidentiality, and personal responsibility will be stressed and the inclusive ethos of the pre-school shared.

At Yaxley & Mellis Pre-school we value our staff and aim to support them in any way that we can. Our staff handbook and induction pack is designed to welcome staff, provide them with necessary policy information and familiarise them with the pre-school environment. Wherever possible we will answer any of your further queries or concerns, please do not hesitate to ask us!

Yaxley & Mellis Pre-School follows the Revised Early Years Foundation Stage curriculum. This document is located in the staff room and all staff working in the pre-school should become familiar with this document. Our pre-school has an Operational Plan which incorporates all of our policies and procedures which it is necessary for you to read and utilise in your work.

A rigorous Induction Programme is in place for all newly appointed staff and volunteers. The Ofsted Nominated Person and our Team Leader will induct new staff and volunteers. The Chairperson and/or Ofsted Nominated Person will induct new managers. The induction process ensures that policies, procedures and routines are understood by the end of the agreed induction period. Opportunities to share difficulties and ask questions are inherent in every step of the induction which is part of the appraisal process. The induction period will be extended if the performance of a new member of staff is unsatisfactory.

All employees of Yaxley & Mellis Pre-School are subject to a six month probationary period.

The aims of the Induction Policy are:-

- to give new colleagues a clear understanding of the aims of the pre-school.
- to enable new colleagues to maintain and enhance these aims.
- to enable smooth and effective team-building.
- to give new colleagues an effective introduction to our practices.
- to recognise the skills new employees, students and volunteers, bring to the pre-school
- to enhance the pre-school practice by absorbing and changing our practice where appropriate.

Success Criteria

- The aims above are achieved
- Staff turnover is low
- A happy and co-operative working environment is enjoyed by all.