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3.1 Induction of Staff, Volunteers and Managers

Policy statement

Broadhill Pre-School provides an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members where appropriate.
 - Familiarising with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.



Staff Induction Document

Induction Procedure For New Employees

This induction pack acts as an introduction to our setting and practices. Although we endeavour to include as much information in this pack as possible, things however do change within Early Years Settings regularly, we will therefore keep you updated as and when changes arise and through training.



If you have any queries regarding the information provided or something you feel we have not covered in this pack or that you feel would be valuable please do not hesitate to talk to Jackie or Jane (Joint Managers) or the Committee

You will be assigned a mentor who you will shadow for two weeks and will help you with any queries/questions you may have.

Important Documents Needed from Yourself

- A P45
- Relevant Qualification Certificates for us to copy and certify
- Personal Details (Form Included within this pack)
- You will also need to complete a DBS Application

Enclosed Documents

- Staff Information Sheet



Information about Broadhill Pre-School

Welcome to Broadhill Pre-School, we are a purpose built setting established in 1974. Broadhill provides childcare for children between the age 2 $\frac{1}{2}$ and 4 $\frac{1}{2}$ years old (Although funded 2 Year Olds are accepted). Here at Broadhill we aim to encourage children to learn, play and develop in a safe, happy and stimulating environment. We build on the learning that takes place in your home and begin to prepare the children for Primary School, working as always in line with the Early Years Foundation Stage.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488745/EYFS_handbook_2016_-_FINAL.pdf

Our Policies

It is essential when you start with Broadhill Pre-School that you familiarise yourself with our policies and procedures.

Please take particular note of our equal opportunities and safeguarding children policies. If you have any queries regarding the information found please do not hesitate to talk to Jackie, Jane or the Committee.

The policies are located in the Hallway in a blue file clearly labelled 'Policies'

You are able to read these at home by reading them through our website

<http://www.broadhillpreschool.co.uk/policies/>

Once you have read all the policies please ensure you email confirming you have read and agreed to all the policies.

These need to be signed within your Induction Period (2 Weeks)



Procedures

Certain procedures may need to be carried out by yourself during your employment with us. These will include the recording and care of accidents by children and staff/volunteers. Medication administered to the children while in your care and the effective deployment of our fire drill procedure.

You shall be shown the location of the First Aid Kit (you will not be expected to administer first aid unless we have received your certificate) and Accident Book on your first day and you will also take part in at least one fire drill during your induction period.

Links with Parents/Carers

We encourage strong links with Parents/Carers at Broadhill and effective communications are vital between staff and parents/carers. Parents/Carers should play a key role in their child's development and life at Pre-School and encourage them to become active members in our Committee.

They are asked and encouraged to be involved as helpers with Fundraising Events and attending Committee meetings.

Please refer to our Parental Partnership Policy - 10.5

Expectations Of Staff

Punctuality

Consistent arrival times and dates as contracted.

Dress Code

We recommend that you also wear comfortable clothing and clothing you don't mind getting dirty and sensible footwear.

If earrings are worn they are to be studs and we also recommend long hair is tied back for Health and Safety reasons.

Health and Safety

We operate a No Smoking Policy both inside the building and on the premises - as detailed in our Policy 8.7



Parking

Parking is on the service road outside the Pre-School, we suggest you make allowances if you arriving at Pre-School at arrival and collection times as this area becomes very busy.

Attendance at Meetings/Training

Staff Meetings are held fortnightly, attendance is compulsory to keep you up to date with Pre-School issues/information and to discuss any issues/information you may have and feedback from training courses. We try to vary the day to accommodate everyone. (You will be paid to attend)

Level of Performance

Every employee should maintain a high level of professionalism, treating every child and adult with respect and keeping all information gained confidential. Maintaining the safety and well being of the children at all times, as well as creating a happy and secure environment for children. Please refer to your job description.

Pre-School Routine

Hours of Work

Broadhill Pre-School is open term time, Monday to Friday and between the hours of 8.30am and 3.00pm. Staff should be present between 8.15am and 3.15pm, confirmation of your days and hours of work will be detailed in your contract.

Observing and Record Keeping

A Key Person system is in place, you will once settled and confident in your role be assigned a small group of children to observe and record their development (dependant on your role) and also liaise with their parents/carers.

The Managers will discuss further details of the Key Person System.

Duties of Specific Members of Staff

Certain members of staff may have specific roles and responsibilities. Your basic roles and responsibilities are highlighted in your job description.



Quality Assurance Procedure

Probation Period

Your probation period is detailed within your contract.

Appraisals

First appraisal after a six-month probationary period, then one every year followed by regular supervisions/observations throughout the year. The aim is to carry out and discuss your progress and progression while in our employment and how we can help further your development.

You will also be asked to attend a Supervision Meeting with a manager, these are held once a term - please see policy 3.19 Staff Supervision for further information.

The overall aim is to promote a positive and helpful outcome.

Training and Development

This is ongoing and courses are available at regular intervals. If directly relevant to responsibilities and requirements, staff can attend courses on Pre-School time if funding is available. Staff can access any course available for their own professional development in their own time/cost.

Please Note

As a new employee you will be unable to help children within the toilet/nappy changing area until we have received your DBS declaration certificate.



First Day:

- Showround
- Fire Exits/Fire Assembly Points/Evacuation Procedure
- First Aid Kit - First Aid Procedure
- Toilets
- Kitchen
- Hallway - Notice Boards/Childrens Trays
- Observation Forms/Accident Forms etc / Staff Trays
- Inside Area - Locations of Equipment
- Outside Area - Locations of Equipment
- Office

Training

- DBS Applied For Date:
- DBS Received Date:
- Generalist Safeguarding Training Link setup Date:
- Generalist Safeguarding Certificate received Date:
- Prevent Training Link setup Date:
- Prevent Duty Certificate received Date:



Record of Induction Procedure

Name:

I hereby confirm that I have been given the aforementioned
induction by the Staff/Committee of Broadhill Pre-School

Signed:

Date:



Policies & Procedures

I have read and understood all the Policies and Procedures and understand that they must be adhered to at all times as well as the details highlighted in the Staff Induction Procedure Document

Signed:

Date:



Staff Information

Name:

Address :

Date of Birth:

Contact number:

Mobile:

1st Emergency contact name:

Contact Numbers:

Relationship to you:

2nd Emergency contact name:

Contact Numbers:

Relationship to you:

Doctors name:

Address:

Contact Number:

Medical Conditions:

Children:

Work/School Address:



Contact Number:

Children:

Work/School address:

Contact Number:

Date Reviewed:

I can confirm that these details are correct as of the above date and will notify you of any changes

Name:

Signed: