

Induction of Staff (and long term volunteers)

Done

Website address given	
Email address given	
Online policies	
Online link to EYFS and Early Years Outcomes/Development Matters	
Email Link for Educare Training	
Set date for probation review (one month)	

General

Done

- General information/history of setting - staff structure
- Introductions to all staff and committee members
- Familiarising with building, toilets, emergency evacuation procedures
- Health and Safety Policy
- Introduction to parents especially parents of allocated key children
- Snacks - how it is done
- Cleaning and duties
- Daily routines

Where to find & record information

Done

- Familiarisation of general and confidential information in relation to children
- Planning
- Child Rota
- Key worker list
- Registers
- Medical/accident records
- Incident book
- Visitor book
- Allergies list
- Newsletters
- Parents notice board

Safeguarding Policy

Done

- Go through in detail our safeguarding policy - give out safeguarding file to read
- E Safety compliance read and sign
- Storage of personal possessions
- First Aid who are first aiders
- Where is the first aid kit

- Collection of children (late collection)
- Mobile phones
- Expectations of staff
- When answering phone "Good morning/afternoon St John's Preschool speaking"

Staff Related information

- | | |
|--|--------------------------|
| | Done |
| ■ Absence/sickness procedure | <input type="checkbox"/> |
| ■ Working hours /holidays | <input type="checkbox"/> |
| ■ Arrangements for break (Ratios) | <input type="checkbox"/> |
| ■ Timekeeping | <input type="checkbox"/> |
| ■ Dress code | <input type="checkbox"/> |
| ■ Attendance at meetings/courses/training | <input type="checkbox"/> |
| | |
| ■ Tapestry training | <input type="checkbox"/> |
| | |
| ■ Any area of strengths or interests that we should know about | <input type="checkbox"/> |

Your Probationary period is 3 months and will be reviewed every month and will be carried out by a Senior Manager (Chairperson to induct New Managers During the induction period the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

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

Signed (Employee)

Date

Signed (Induction Manager/Chairperson on behalf of the Setting)

Date

Full contract given and signed Date

