

**St John's Preschool - The Reading Room,
School Lane, Crowborough, E.Sussex TN6 1SB**

Induction of Short Term Students

Students Name _____

School/College _____

Paperwork from School or College as to their suitability for the placement

- Telephone number given
- Email address given
- Introductions to all staff
- Familiarising with building, toilets, emergency evacuation procedures
- Where to put belongings
- Confidentiality - Do not discuss outside of the preschool information relating to children/parents
- E Safety - Under no circumstances should volunteers discuss any aspect of Preschool on any social media sites - this is very serious
- Snacks - how it is done - Allergies
- Cleaning and duties
- Daily routines
- When answering phone "Good morning/afternoon St John's Preschool
- **Safeguarding** Explain that a child may choose to disclose something to them. In this instance just \listen, remember what was actually said and tell Linda/Zena or one of the staff
- mobile phones to be locked away - tell reason for this
- First Aid who are first aiders
- Where is the first aid kit
- Working hours
- Arrangements for breaks
- Dress code
- Absence -phone to let us know
- What to wear and bring
- Do you require any paperwork completed

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

Signed (Employee) _____ **Date**

Signed (Induction Manager/Chairperson on behalf of the Setting

Date