



Bowes Pre-School & Holiday Club

3.3 Induction Policy

Safeguarding and Welfare requirement: Staff qualifications, training, support and skills

Bowes pre-school must ensure that all staff receives induction training to help them understand their roles and responsibilities.

This policy is designed to meet the safeguarding and welfare requirement of the EYFS 2017.

Probationary period

- All staff work a three month probationary period, during this time they will be shown key working procedures (eg. How the rotas work, routines, etc) and will be helped with the settling in process.
- During this period new starters will never be left with the children without supervision and must not answer the main door to parents/visitors or answer the phone. New starters can observe other members of staff to learn how sensitive issues are dealt with.
- Throughout the probationary period, work performance and general suitability will be assessed and discussed and if satisfactory, employment will continue. Should the probationary period not be successful, with party can provide one week's notice in writing, unless otherwise stated in the offer letter (a longer period of notice is likely to apply to senior positions only).
- During the probationary period the new starter will be expected to become familiar with all our policies and procedures
- A performance management review will take place at the end of the probationary period to ascertain any training requirements and to note achievements. At this point either the probationary period will formally end or will be extended up to a further 3 months, should any extensive development be required. Any extension will be agreed with a full development plan with targets and objectives. At the end of the probationary period, performance management reviews will take place each term to aid ongoing professional development.

What to wear

Hair that is longer than shoulder length must be tied up at all times when preparing food and attending to children's personal care. Jewellery must be kept to a minimum, small stud earrings, engagement rings, wedding rings (provided they have smooth edges), necklaces, bracelets can be worn if kept to a minimum. No facial jewellery should be worn and any body jewellery which cannot be removed will need to be covered up. All tattoos must be covered.

The Pre-school does not allow chewing gum whilst with the children. We also operate a strict no smoking policy anywhere on or in the area of the premises.

Working Hours

All staff are expected to be flexible and available to work different hours as required, as stated in their contracts of employment, unless otherwise agreed. This will include Holiday Club, fundraising events, and committee or staff meetings.

When working for more than six hours, a lunch break of at least half an hour will be given. On shorter periods staff may have a snack with the children whilst they eat their meals or snacks. We encourage staff to eat healthy snacks in front of the children to promote healthy eating ie. No crisps or sweets.

Sickness

Pre-school has a strict policy on contagious illnesses, staff must not attend work for forty eight hours after having a contagious illness. Staff are expected to use common sense if unwell and not come in to Pre-school.

It is very important that the Manager or Deputy Manager is informed by telephone (not text) by 7.30am or as soon as staff know they are too ill to work. This is due to being a very small setting and the need to provide staff coverage and childcare for other members of staff. Unless the illness prevents this, the staff member must make the telephone call themselves. The Pre-school Manager must be advised, wherever possible, prior to 3.30pm each day if staff are to be absent a second day, to allow time to arrange cover.

For some conditions, light duties can be arranged. It is important that this is considered when requesting a sick note from your doctor. Upon the return to work after sickness, a confidential 'return to work interview' will be held with the Manager to discuss the illness and assess for suitability to return to work. (If this is the Manager, the interview will take place with the Chairperson of the Committee).

Please note that absence to care for your sick child is not sickness absence. However, we will be as accommodating as possible with regards to this.

Safety at Work

All safety matters will be discussed, each staff member will need to sign to say these have been adequately explained and understood. Fire exits will be shown and fire drills will be explained during the induction period.

Induction training will include information about emergency evacuation procedures, safeguarding, child protection and health and safety issues. The following will be explained in more detail:-

- Children must never be left unattended in any part of the setting, for example the outside area. Staff should always double check as they leave the outside area that children are not out of sight, and missed when coming indoors.
- If you see a child or an adult doing something dangerous act immediately, safety is a main priority in our Pre-school.
- If a child is hurt and you are a first aider, please deal with it immediately. The list of first aiders is displayed in the reception area and next to the first aid box if you are not a trained first aider. Accidents, however small, need to be recorded in the accident book. You will also need to inform the Deputy Manager if stock needs replacing in the first aid kit.
- The Pre-school uses various cleaning materials, which are all kept in the overhead cupboards away from the children, rubber gloves are provided when you use these. Lists of these materials and precautions needed are displayed inside the cleaning cupboards.
- When working always be watching for dangerous situations and act immediately for example sand/water/toys on the floor, children climbing, etc. Staff need to be good role models, show and talk through safety.
- Some of the toys in the setting are stored out of reach, we provide step ladders for getting these. You will be shown how to use these safely. The Pre-school does not approve of using chairs etc to reach toys.
- Fire exits and emergency evacuation procedures
- You should only prepare food for children if you have a current food hygiene certificate.
- Staff are not permitted to work with children while under the influence of alcohol or any other substance which may affect their ability to work with children.

- Staff taking medication which may affect their ability to work with children should seek medical advice and will be allocated alternative duties.
- If you notice another member of staff acting inappropriately (for example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images report it to senior management).

New starters should read and familiarise themselves with all of the settings policies and procedures by the end of their probationary period.

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: