



## EYFS Statutory Requirements – page 21 section 3.20

### EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.1 Child Development 1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.1 Respecting Each Other 2.2 Parents as partners 2.3 Supporting Learning 2.4 Key person	3.1 Observation, Planning and Assessment 3.2 Supporting every child 3.3 The learning environment 3.4 The Wider Context	4.1-3 Characteristics of Effective Learning 4.4 Areas of Learning and Development

### Policy Statement

At Warwick Community Playschool we provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. Our induction procedure is informed by paperwork provided by Peninsula.

### Procedures

- ☀ We have a written induction plan for all new staff, which includes the following:
  - ☀ Introductions to all employees and volunteers [including management committee members].
  - ☀ Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - ☀ Familiarisation with our safeguarding and child protection procedures.
  - ☀ Ensuring our policies and procedures are read and adhered to.
  - ☀ Introduction to the parents, especially parents of allocated key children where appropriate.
  - ☀ Familiarisation with confidential information in relation to any key children where applicable.
  - ☀ Details of the tasks and daily routines to be completed.
  - ☀ Assigned a mentor.

- ☀ The induction period lasts at least two weeks, with reviews every month for six months. The management team inducts new employees and volunteers. A member of the committee 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.
- ☀ Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- ☀ The management committee reserve the right to extend induction and probation periods if the member of staff does not meet the required standards. Volunteers will also need to meet the required standard to maintain as a volunteer within the playschool.
- ☀ All staff members have access to a 24 hour advice line (EAP) at Peninsula. Details are on the kitchen door.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in January.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.