

Employment and staffing

Induction of staff, volunteers, students and managers

Policy Statement

We provide an induction for all staff, volunteers, students and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

- We have a written induction plan for all new staff, which includes the following:
- Introductions to all staff and volunteers, including management and their role
 - Familiarising themselves with the building, health and safety, fire procedures and lockdown 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 3 months. The management and room supervisor inducts new staff and volunteers.
- 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.

Student Policy

We recognise that the quality and variety of work which goes on in a childcare setting makes it an ideal place for students on placement from school and college childcare courses.

Students are welcomed into the setting on the following conditions:

This setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training, including those studying for the Level 2 and 3 Childcare and Early Years Education (CEYE).

All students must undergo a suitability interview before being offered a placement.

For students on placement with us, we aim to provide experiences that contribute to the successful completion of their studies, and that provide examples of quality practice in early years care and education.

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times, and do not allow them to have unsupervised access to children.

**DURING THE CORONAVIRUS PANDEMIC THE SETTING WILL ONLY BE ACCEPTING
ONE STUDENT IN THE SETTING AT ANY TIME.**

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop – Newport

Erica Dunwell/ Lizzee Annis/Nicola McLaughlin – Sandown

Erica Dunwell/Becky Kujabi – Wootton

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