

### **General Welfare Requirement: Suitable People**

Glebe house School Early Years Staff must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## **Employment**

### **2.2 Induction of staff, volunteers and managers**

#### **Policy Statement**

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

#### **EYFS key themes and commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
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#### **Procedures**

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including some senior management staff from the main school.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Health declaration statements etc (This would be done at the earliest stage prior to working with the children)
  - 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 can last up to two weeks. The manager/reception teacher inducts new staff and volunteers. The Area Manager/Headmaster or bursar 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.
- We also ensure that all staff recognise the importance of notifying us of any convictions, court orders, reprimands and warnings which may affect their suitability to work with children
- Staff are aware that it is an offence to be under the influence of alcohol or any other substance which may affect their ability to care for children
- Staff should seek medical advice if they believe any medication they are taking may affect their ability to care for children, and then report their findings to the senior member of staff on duty.
- Staff who have prolonged absence from the setting will be provided with a return to work induction to ensure they know any changes which have been made and feel confident to carry out new and old policies and procedures to protect children and staff safety.

This policy was adopted at a meeting of	<u>Glebe House Trust Nurseries</u>	name of setting
Held on	<u>May 2022</u>	(date)
Date to be reviewed	<u>May 2023</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Susie Pull</u>	
Role of signatory (e.g. chair/owner)	<u>Area Manager Glebe Trust Nurseries</u>	

### **Other useful publications**

- Employment in Early Years Settings (2012)
- Practice Guidance for the Early Years Foundation Stage