

## **STAFF INDUCTION AND TRAINING POLICY**

### **1. INDUCTION**

All new staff receive an induction pack which covers:

- Clubland's ethos and guidance our staff's responsibilities
- Details of each of our settings and our administrative team
- Information on the characteristics of effective learning for children
- Guidance on using BrightHR, our online HR platform, and how to access our policies and procedures
- Key information about the staff rota, absences, and how to clock in and out
- Information about training requirements

They will also receive a face-to-face induction which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including; identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to Clubland etc, and identification of any known hazards
- Location of records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the setting
- Explanation of Clubland's obligation to comply with the Early Years Foundations Stage (EYFS)

### **2. POLICIES AND PROCEDURES**

Each new member of staff at Clubland will be given access to all the organisations policies and procedures through their BrightHR account. They are required to read and accept each of these policies within the first three months of their employment and the practical implications of these will be discussed with them by the Playscheme Manager at each of their probation review meetings.

### **3. DEVELOPMENT AND TRAINING**

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of Clubland and the EYFS, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development

We also keep an up-to-date record of staff qualifications and maintain an annual training development plan.

### **4. APPRAISALS AND REVIEWS**

All staff will receive an annual appraisal conducted by their manager. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

Managers will hold termly reviews with staff to monitor their professional development and their progress with regard to the targets set, and issues raised, during their annual appraisals.

### **5. TRAINING**

Playscheme Managers and the Human Resources team will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and

playwork issues up to date. Staff are expected to attend training courses as and when requested by their manager.

We have the following mandatory training requirements:

#### Playscheme Managers and Deputy Managers

- 12 hours Paediatric First Aid
- Inhouse Safeguarding policies
- External Safeguarding training programme
- Deputy Safeguarding Lead (DSL)
- Positive Touch
- Food Hygiene

#### Playworkers

- Inhouse Safeguarding policies
- External Safeguarding training programme
- 12 hours Paediatric First Aid – if working 3 or more shifts per week
- Food Hygiene – if working 2 or more shift per week

## **6. STAFF MEETINGS**

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every half-term for Playscheme Managers and weekly for setting staff.

## **7. RELATED POLICIES**

See also our related policies: **Safeguarding Policy**.