

Duchy Preschool & Playgroup, Bradninch				Page 1 of 2	
Document.	025	Staff / Volunteer Induction and Training Policy			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Policy

The Duchy Pre-school & Playgroup believes that when adults are relaxed, understand policies and procedures and are well trained they can also help children play and learn in an informed way. We believe in the value of high adult : child ratios and encourage parents and other adults in the community to come into the setting and engage with the children and their play/learning.

Staff

- As a new staff member begins in the setting they meet with the Managing Supervisor and other staff to familiarise themselves with the setting and the routines.
- The new staff member is given a “Staff Induction Pack” and after this has been studied opportunity for discussion/clarification of contents is given at a meeting with the senior supervisor.
- New staff member signs a form to agree that they have read and understood the contents.
- All staff are encouraged to undertake at least four days training each year. This training can be accessed through the Pre-school Learning Alliance, Zero14Plus Training Manual or in-house training during staff meetings.
- Training issues and targets are discussed at the staff member’s annual appraisal

Parents/volunteers

- When a parent or volunteer first comes to the setting they are greeted by the supervisor of the session and they are shown around the classrooms, kitchen and toilets. It will be explained to them not to enter the children’s toilets at any time, and reasons why.
- Relevant Health & Safety, Confidentiality and Child Protection issues (including our policy relating to mobile phones) are explained and they are then given the “Parent/Volunteer Induction Information” leaflet.
- A copy of any PLA training opportunities, Zero14plus training manual and any other current training information is displayed in the entrance hall for parents/volunteers to access freely.
- If a volunteer decides to become a regular visitor to the setting they will be required to complete an enhanced disclosure (CRB or DBS) check as they would then become “regularly” in contact with children.

Approved by (signature)	
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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Reviewed for AGM	15/11/11	AGM
02	Addition of scope policy. Reference mobile phones	02/01/14	Business Manager

*Not controlled document when printed
or downloaded!*

Approved by (signature)	
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