

Policy

Induction of Employees and Volunteers

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

3.1 Induction of employees and volunteers

Policy statement

Gaddesby School Community (GSC) 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.

Procedures

- GSC 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.
 - Ensuring GSC policies and procedures are read and adhered to.
 - Mentor will thoroughly discuss GSCs policies and procedures regarding Behaviour Management and Knowledge of all matters pertaining to safeguarding and child protection.
 - 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.
- The induction period lasts at least two weeks. We operate a mentor system where senior staff support new employees and volunteers. A member of the senior management team 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, GSC continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by

GSC Ltd

On

May 2021

Date to be reviewed

May 2022

Signed on behalf of the provider

Gaddesby School Community

Name of signatory

L Dunmore

Role of signatory

Manager