

## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### 2.2 Induction of staff and volunteers<sup>1</sup>

#### Policy Statement for St Joseph's Pre-school

St Joseph's Pre-school provides an induction for all staff and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. St Joseph's Pre-school puts in place appropriate arrangements for the supervision of staff that have contact with children and families.

The Early Years Foundation Stage (EYFS) (latest version)<sup>2</sup> states that: *Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection and health and safety issues.* In addition, Keeping Children Safe in Education (KCSiE) (latest version)<sup>3</sup> requires that staff at induction, should be given copies of the setting's:

- behaviour policy;
- code of conduct (staff and parents/carers/visitors/professionals);
- child absence;
- SEND;
- role of the Designated Safeguarding Lead (DSL);
- Part One (or Annex A, if appropriate) of KCSiE;

St Joseph's Pre-school has a written induction plan for all new staff – this document is regularly reviewed – and a separate plan for volunteers.

#### Procedures for induction

- The Pre-school's written induction plan includes the following:
  - Introductions to all staff and volunteers, including management committee members.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Completion of certain Pre-school documents.<sup>4</sup>
  - 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.
- For new staff the induction period lasts two weeks. For volunteers the induction period lasts four weeks. The Lead Practitioner or Deputy Practitioner inducts new staff and volunteers.

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<sup>1</sup> Volunteers also includes the Management Committee Members

<sup>2</sup> Statutory guidance for early years providers

<sup>3</sup> Guidance for schools and colleges

<sup>4</sup> For example: policies 1.4 Confidentiality and 1.11.1 Acceptable Use of Technologies

The Chair inducts the new Lead Practitioner and the Treasurer the new Treasury Administrator.

- 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 provide students, at the first session of their placement, with a short induction on how the pre-school is managed, how our sessions are organised and our policies and procedures.

For volunteers a review meeting will be held at the end of the four week induction period. If the induction period has been successfully, then the volunteer will move onto a four week probationary period.

### *Supervision meetings*

We support the work of our staff by holding regular supervision meetings. These meetings are held 4 times a year and are compulsory. Further details can be found in Policy 2.4 Supervision.

A volunteer's allocated supervisor will support them in their role and feedback as necessary/appropriate.

### *Appraisals*

All staff must attend a yearly appraisal with their line manager. Bank staff and volunteers are exempt from this, but they will receive feedback periodically. Further details can be found in Policy 2.1 Employment and Staffing.

## **Procedure for Volunteers who do not work directly with children (ie. Committee Members and Administrator)**

St Joseph's Pre-school and the PATA Group Constitution deem that the Committee consists of three officers<sup>5</sup> and a body of general members. The Chair is the lead officer and member of the committee body and must abide and adhere to any clause that names the 'Chair', 'Chairperson', 'Committee Officer' and/or 'Committee Member' (PATA constitution 6.2).

Each committee member, and the Treasury Administrator, must familiarise themselves with St Joseph's Pre-school's Code of Conduct and current policies and procedures (especially those listed below) to assist them in their associate role.

- PATA Group Constitution;
- Acceptable Use of Technology policy;
- St Joseph's Pre-school Code of Conduct;
- Financial and Administrative Procedures; and
- Conflict of Interest Policy.

## **Requirements of all staff and volunteers**

- Each staff member (including bank staff and volunteers) and the Treasury Administrator, are required to sign an annual staff declaration form, confirming that they will keep abreast of changes to St Joseph's Pre-school's Policies and Procedures, and confirm that they have read certain crucial documentation at the start of the Pre-school year.

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<sup>5</sup> Chair, Treasurer and Secretary

- All new staff, volunteers and students must completed the pre-school's 'Staff Suitability Declaration' form<sup>6</sup> and an 'Annual Criminal Declaration' form<sup>7</sup> when they start at St Joseph's Pre-school and on an annual basis. Failure to complete this form will be treated as a disciplinary matter which may lead to dismissal.

### Associated policies and procedures

- 1.11.1 Acceptable use of technologies
- 2.1 Employment and staffing
- 2.2.1 Code of Conduct
- 2.3 Student Placements
- 2.7 Conflict of Interest
- 2.8 Managing Volunteers
- 4.8.1 Parent, Carer, Visitor & Professionals Code of Conduct
- 4.10 Payment of Fees
- 4.10.1 Reserves
- 4.10.2 Financial Controls
- 4.10.3 Debt recovery

Version Number	Author	Purpose of change	Date
1.0	K Coupe	New policy	Sept 2014
2.0	K Coupe	Reviewed and version controlled	7 Nov 2018
3.0	K Coupe	Updated re 'Staff Suitability Declaration' form	23 Jan 2019
4.0	K Coupe & N Powers	updated to include "associated policies and procedures" as per EY Safeguarding Audit s175/157 2023 together with link with 2.3 Student Placements	20 July 2023 Chair (A Hitchings)
5.0	K Coupe	Reviewed and updated as follows: • reference to EYFS and KCSiE; • minor updates made.	17 March 2025 Committee Member (S Long)
6.0	K Coupe	Reviewed and updated to reflect the volunteer induction plan	9 February 2026 Committee Member (L Finn-Powers)

<sup>6</sup> As per EYFS statutory framework for group and school-based providers (Section 3: The Safeguarding and Welfare Requirements), and Ofsted requirements for Daycare Providers

<sup>7</sup> Part of our safer recruitment process.