

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 volunteers¹

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.

Procedures for induction

- We have a written induction plan for all new staff, which 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.²
 - 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 lasts two weeks. The Lead Practitioner or Deputy Practitioner inducts new staff and volunteers. The Chair inducts the new Lead Practitioner.
- 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.

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.

Appraisals

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

¹ Volunteers also includes the Management Committee Members

² For example: policies 1.4 Confidentiality and 1.11.1 Acceptable Use of Technologies

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

St Joseph's Pre-school and the PATA Constitution deem that the Committee consists of three officers³ 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 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 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), committee member and the administrator, must sign the sheet at the front of St Joseph's Pre-school's Policies and Procedures file to confirm that they have read said documents. Signing of this sheet is required annually.
- All new staff, volunteers and students must completed the pre-school's 'Staff Suitability Declaration' form⁴ 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

- No 1.11.1 Acceptable use of technologies
- No 2.1 Employment and staffing
- No 2.2.1 Code of Conduct
- No 2.3 Student Placements
- No 2.7 Conflict of Interest
- No 2.8 Managing Volunteers
- No 4.10 Payment of Fees
- No 4.10.1 Reserves
- No 4.10.2 Financial Controls
- No 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 Chair, Treasurer and Secretary

⁴ Required by Early Years Foundation Stage Framework Section 3 Suitable People, para 3.11; and Ofsted's 'Inspecting safeguarding in early years, education and skills settings (Sept 2018), para 13

Version Number	Author	Purpose of change	Date
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	20/07/2023 Chair (A Hitchings)