

## Employment

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

#### Policy Statement for St Joseph's Out of School Club

St Joseph's Out of School Club 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 Out of School Club 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 our Acceptable Use of Technologies Agreement.<sup>2</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.
- The induction period lasts two weeks. The Play Leader or Deputy Play Leader inducts new staff and volunteers. The Chair inducts the new Play Leader.
- 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.

#### *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.

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

St Joseph's Out of School Club and the PATA Constitution deem that the Committee consists of three officers<sup>3</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 Administrator, must familiarise themselves with St Joseph's Out of School Club's Code of Conduct and current policies and procedures (especially those listed below) to assist them in their associate role.

- PATA Constitution;

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

<sup>2</sup>Appendix 1 – Policy 1.11.1 Acceptable Use of Technologies

<sup>3</sup> Chair, Treasurer and Secretary

- Acceptable Use of Technology policy;
- St Joseph’s Out of School Club Code of Conduct;
- Financial and Administrative Procedures; and
- Conflict of Interest Policy.

**Requirements of all staff and volunteers**

1. Each staff member (including bank staff), committee member and the administrator, must sign the sheet at the front of St Joseph’s Out of School Club’s Policies and Procedures file to confirm that they have read said documents. Signing of this sheet is required annually.
2. All new staff, volunteers and students must completed the pre-school’s ‘Staff Suitability Declaration’ form<sup>4</sup> when they start at St Joseph’s Out of School Club and on an annual basis. Failure to complete this form will be treated as a disciplinary matter which may lead to dismissal.

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
<b>1.0</b>	<b>NP and HS</b>	<b>Updating policies</b>	<b>23.01.2023</b>

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<sup>4</sup> 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