

## Staff Induction Policy

At St Mary's After-School Club we recognise that our staff are one of the most valuable assets and as such we realise the importance of following an effective and comprehensive induction plan with new employees and volunteers.

Induction is the process of familiarising new employees and volunteers with their job roles and responsibilities to help them to settle in and to provide them with the necessary information that they need to work effectively within our team and understand the expectations of the management.

New staff will be given

- An induction plan
- The setting aims and objectives
- A job description
- Information on their probationary period, review and appraisal systems
- Information on all policies and procedures along with a declaration that they have read, retained and have an awareness of and are willing to support implementation.
- Take part in a fire drill within their first week

All new team members will be assigned a mentor to help them settle in and familiarise themselves with our practice and routines.

## Staff Induction Checklist

STAFF NAME
Explain roles and responsibilities
Give a job description
Tour of premises and details of Afterschool sessions
Explain policies and give staff member a chance to read over these
Explain whistle blowing policy and procedures
Explain Child Protection Policy and Incident Forms
Explain Management of Behaviour Policy
Explain Working with Parents Policy
Explain Equal Opportunities Policy
Explain Health and Safety Policy
First Aid Kit, who are the first aiders
Accident Books and Procedures
Explain Recording Procedure
Fire Drill procedures
Explain security, key locations and tidy-up procedures
Explain children's files
Register any allergy problems
Confirm details on staff and sign

Instructed by \_\_\_\_\_ Date \_\_\_\_\_

I confirm I have received induction on the health and safety issues as detailed above. I can confirm I have read, understand, agree and have had the opportunity to ask questions.

Signed \_\_\_\_\_ Date \_\_\_\_\_