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INDUCTION OF STAFF, VOLUNTEERS, AND MANAGERS

Policy Statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about Bopeeps Pre - School, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

Staff and volunteers at Bopeeps Pre-School undergo a rigorous interview and induction process. The Pre-School leader will ensure that the structured recruitment process is followed and that all references are taken up, gaps in employment queried and original evidence of relevant qualifications and experience are recorded. All staff and volunteers are required to read the confidentiality agreement.

The staff and volunteer's induction programme includes allocating time for new staff to read all Bopeeps Pre-school's policies and procedures (to be signed by each individual when read and understood). A staff handbook will be given to all staff and volunteers', which explains the employment Framework within Bopeeps.

When a new member of staff starts in the Pre-School, the Pre-School leader will introduce them to all other members of staff and to the parents/carers when they drop off or pick up their children.

Bopeeps Pre-school will check that original documentation has been seen to establish identity, and relevant qualification and suitability* of the new member of staff. Medical and enhanced

DBS checks will be undertaken. Until these are complete, the new member of staff/volunteer

will not be allowed any unsupervised contact with any of the children at Bopeeps.

Bopeeps Pre-School will explain about the need for complete confidentiality whether it is relating to the children, parents, or other staff members.

Bopeeps Pre-School will go through everything the new member of staff can or cannot do. Bopeeps Pre-School will explain which group of children they will be working with and what is expected of them. If the new member of staff is unqualified or working towards a qualification, they will be introduced to the member of staff they are going to be working with, or who is going to be their mentor.

Bopeeps Pre-School will go through all the policies and procedures with the new member of staff, and they will be asked to sign the checklist once they have read and understood them, they will be asked to reconfirm this on an annual basis.

Newly appointed staff and volunteers are assigned a mentor to ensure they have a good clear understanding of all procedures and daily routines.

Bopeeps Pre-School will discuss and find out if the new member of staff is unsure or concerned about anything before they start to work in Bopeeps Pre-School.

Bopeeps Pre-School will explain that there will be a probationary period for up to three months and that the new member of staff will have weekly supervision meetings until this period is successfully completed. The probationary period may be extended if the performance of the new member of staff is not satisfactory. Once the probationary period is over, supervisions will be carried out every 4-6 weeks with a formal appraisal every year (see staff supervisions and appraisals policies).

The new member of staff will be provided with a uniform and name badge that they will be expected to wear at all times whilst working in Bopeeps Pre-School (see staff clothing policy).

*A new member of staff / volunteer's suitability would depend on:

- Confirmation of an enhanced CRB check at enhanced level
- At least 2 satisfactory references
- Confirmation of identity and eligibility to work in the UK

- Copies of qualifications (and sight of the originals)
- Copies of training records
- Confirmation of medical suitability to undertake duties in accordance with their job description

Policy written Date: September 2014

Policy Implemented Date: : April 2016

Policy Review Date: : September 2019