

SECTION 2

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 AND STAFFING

INDUCTION OF STAFF AND MANAGERS

POLICY STATEMENT

We provide an induction for all staff and students in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

EYFS key themes and commitments

1.3 Keeping safe

2.4 Key person

3.2 Supporting every
child

Procedures

- We have a written induction plan for all new staff, which includes the following:
- Introductions to all staff - including management.
- Familiarising with the building, health and safety and fire procedures.
- Ensuring our policies and procedures have been read and are carried out.
- 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.
- During the induction period, the individual must demonstrate understanding of and Compliance with policies, procedures, tasks and routines.

Policy updated January 2017

WISHING WELL PRE SCHOOL SELF-APPRAISAL FORM

NAME.....

This form is intended to help you:

- To identify areas in your job description which you feel you have done well.
- To pick out areas with which you feel less satisfied.
- To help you identify ways in which performance could be improved.
- To support you in developing your own skills, knowledge and expertise.

Your appraisal is an occasion for confidential discussion regarding your work practice. This document and the Managers comments will be photocopied and placed in your file – you will also be given a copy. If you wish to make additional comments please write them on the back of this form.

| JOB FUNCTION | STAFF COMMENT |
|--|------------------------------|
| To observe and monitor children’s progress and be aware of their needs. | |
| To carry out all domestic duties i.e. nappy changing/snack times/ cleaning. | |
| To build up a relationship with parents and encourage parental involvement. | |
| To take part in all activities and be a team player. | |
| To be fully aware of all Pre schools policies i.e. equal opps, child protection and complaint procedure for parents & staff. | |
| Further development i.e. training courses/higher qualification | |
| CRB check/ Students/Mobiles/New EYFS | To be discussed at appraisal |

STAFF SIGNATURE.....DATE.....

MANAGERS SIGNATURE.....DATE.....