

## Staff Induction Policy

All staff will undergo a full interview and selection process consisting of the following stages:

- Application forms will be submitted
- References will be requested
- Copies of certificates will need to be provided
- A full interview process will take place

Once selected the preschool will apply for a DBS check on the member of staff. The new member of staff will not be left unattended with the children until we have received a copy and we are satisfied with the records. New members of staff will not be allowed to change any nappies until the check has been cleared.

On their first week new staff will receive an induction pack, which will consist of the following information:

- Staff Introduction Pack (which includes information on the EYFS and the 2 year check)
- Fact Sheet on Recognising the Signs of Abuse
- An Information sheet on the Prevent Duty
- An information sheet on FGM
- An information sheet on British Values
- LADO information
- Working together to Safeguard Children – A Practitioners Guide
- A copy of our latest risk assessment & fire risk assessment
- A copy of the Fire Drill
- A copy of our latest policies

All staff will have one-to-one supervision meetings twice a year.

## **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.

24/5/19