

Sedgeberrow Playgroup

Staff Induction and Development

Each new member of staff at Sedgeberrow Playgroup receives a copy of all of the Playgroup's policies and procedures. During the first few weeks of their employment, the manager will discuss the practical implications of the Playgroup's policies and procedures with them. The new staff member will sign the **Policy Confirmation Slip** to confirm that they have read and understood the Playgroup's policies.

As part of the induction process the manager will also:

- Introduce the new member of staff to their colleagues, children and parents or carers
- Show the new member of staff around the premises, pointing out all fire exits, location of first aid kit and fire safety equipment, location of Playgroup records and documentation, storage, toilets etc
- Show the new member of staff any outside play areas, fire assembly points, etc, and highlight any known hazards
- Explain all aspects of the day-to-day management and running of the Playgroup
- Inform the new member of staff about the Playgroup's obligation to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS)
- Explain the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Playgroup and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan in accordance with Ofsted guidelines.

Appraisals and reviews

The manager will hold an annual appraisal meeting with each member of staff. The appraisal will be used to reflect on progress and challenges over the previous year and to identify current knowledge and skills, areas for future development and potential training needs.

Training

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare issues up to date. Staff are expected to attend training courses as and when requested by their manager.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every half term at a mutually convenient time.

Staff Supervision meetings will be held every half term these meetings will give individual staff members the opportunity for coaching and training, mutual support, teamwork, continuous improvement and confidential discussion of sensitive issues.

This policy was adopted by: Sedgeberrow Playgroup	Date: 30.08.2017
To be reviewed: 30.08.2022	Signed: C.Malin

Written in accordance with the EYFS welfare requirements: *Suitable people.*