

3.1 Induction of staff, volunteer's and managers

Policy statement

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

Procedures

- We have written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire procedure.
 - 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.
- The induction period lasts a term. The manager inducts new staff and volunteers.
- New staff shadow experienced staff until the role is fully understood and experience is gained enabling them to work independently.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of **Stepping Stones play and learn group**

Held on **10th September 2013**

Signed on behalf of management committee: **C Nice**

Name of signatory: **Carol Nice**

Role of signatory (e.g. chair/owner): **Chair**

Date checked and updated when required.	Date to be reviewed.	Checked by	Date checked and updated when required.	Date to be reviewed.
September 2014	September 2015			
September 2015	September 2016			
October 2016	October 2017			
November 2017	November 2018			
	February 2020	S Townsend		

Safeguarding and welfare requirement: **Staff qualifications, training, support and skills**

At least one person who has a current paediatric first aid certificate is on the premises at all times and available at all times when children are present, and must accompany children on outings.

Health

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents of injuries and first aid treatment.

3.2 First aid

Policy statement

In our setting staff are able to take action to apply first aid treatment in the event an accident involving a child or adult. The majority of staff members have current first aid training. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is relevant to staff caring for young children.

Procedures

The First Aid Kit

Our first aid kit is accessible at all times, complies with the Health and Safety (first aid) Regulations 1981 and the British standards regulations. It contains the recommended equipment as per current guidelines.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of each child's admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Legal framework

- Health and safety (First aid) Regulations (1981)

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