



Hopton school house Playgroup and OOSC policies

3.1 Staff, Volunteer and Manager Induction Policy

Policy Statement

At Hopton school house, we recognise that a thorough induction process is essential to ensure that all staff, volunteers, students, apprentices, and managers understand their roles and responsibilities and can work safely, effectively, and confidently within the setting.

We are committed to providing a structured induction programme that promotes high-quality childcare, safeguarding, professionalism, and compliance with statutory requirements.

The induction process supports individuals to understand the ethos, policies, procedures, and expectations of the setting whilst ensuring children's welfare remains paramount.

Aims

The aims of this policy are to:

- Ensure all new staff, volunteers, students, and managers receive a comprehensive induction.
- Promote safeguarding and child protection awareness.
- Ensure compliance with statutory requirements and legislation.
- Support individuals in understanding their roles and responsibilities.
- Promote consistency in practice across the setting.
- Enable individuals to work safely and effectively.
- Foster professional development and confidence.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006



Hopton school house Playgroup and OOSC policies

- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Rehabilitation of Offenders Act 1974
- Prevent Duty Guidance
- Gloucestershire Safeguarding Children Partnership Procedures
- Ofsted Registration Requirements

Scope

This policy applies to:

- Newly appointed staff
- Managers
- Deputy Managers
- Volunteers
- Apprentices
- Students
- Bank staff
- Agency workers
- Committee members or trustees (where applicable)
- And any other persons working for Hopton school house

Principles of Induction

We believe that effective induction should:

- Prioritise safeguarding.
- Promote children's welfare and wellbeing.
- Support confidence and competence.
- Encourage professional development.
- Ensure understanding of policies and procedures.
- Provide opportunities for questions and discussion.
- Establish clear expectations from the outset.

Pre-Employment Checks

Before commencing work or placement, appropriate checks will be completed in accordance with safer recruitment procedures.



Hopton school house Playgroup and OOSC policies

These may include:

- Enhanced DBS check
- Children's Barred List check where appropriate
- Verification of identity
- Verification of qualifications
- References x2
- Right to work checks
- Health declaration
- Employment history checks
- Overseas checks where applicable

No individual will be permitted unsupervised access to children until all required checks have been satisfactorily completed in line with EYFS requirements.

Induction Programme

All new staff, volunteers, students, and managers will complete an induction programme within their first weeks of joining the setting.

The induction will include:

Introduction to the Setting

- Setting ethos and values
- Organisation structure
- Staff roles and responsibilities
- Daily routines
- Key policies and procedures

Safeguarding and Child Protection

Individuals will receive information regarding:

- Safeguarding responsibilities
- Child protection procedures
- Signs and indicators of abuse
- Reporting concerns
- Whistleblowing procedures
- Professional boundaries
- Prevent Duty
- Online safety



Hopton school house Playgroup and OOSC policies

All staff must understand that safeguarding is everyone's responsibility.

Health and Safety

Training will include:

- Fire procedures
- Emergency evacuation
- Accident and incident reporting
- Risk assessments
- Infection prevention and control
- First aid arrangements
- Security procedures

EYFS Requirements

Individuals will be introduced to:

- EYFS principles
- Development matters (currently used by HSH)
- Learning and development requirements
- Observation, assessment, and planning
- Key person approach
- Behaviour management
- Inclusion and SEND practices

Confidentiality and Data Protection

All individuals must understand:

- Confidentiality requirements
- Information sharing protocols
- Data protection responsibilities
- Record keeping procedures

Induction for Volunteers

Volunteers play an important role in supporting children's experiences.

Volunteers will:

- Receive a tailored induction.



Hopton school house Playgroup and OOSC policies

- Be informed of safeguarding procedures.
- Be supervised at all times where required.
- Understand their role and limitations.
- Follow all setting policies and procedures.

Volunteers must not:

- Be left alone with children unless suitability requirements have been met.
- Administer medication/ first aid
- Undertake intimate care unless specifically authorised and supervised.

Induction for Students and Apprentices

Students and apprentices will receive:

- A setting induction.
- Safeguarding guidance.
- Information about confidentiality.
- Health and safety instruction.
- Supervision arrangements.

A named mentor will be allocated to support their development.

Students will not be included in staffing ratios unless permitted under EYFS requirements.

Induction for Managers

Managers have additional responsibilities and therefore require enhanced induction.

This will include:

- Leadership responsibilities.
- Safer recruitment procedures.
- Managing allegations against adults.
- Supervision and appraisal systems.
- Staff wellbeing responsibilities.
- Budget and resource management.
- Ofsted requirements.
- Gloucestershire safeguarding procedures.
- Working with external agencies.



Hopton school house Playgroup and OOSC policies

Managers should familiarise themselves with Gloucestershire County Council and Gloucestershire Safeguarding Children Partnership guidance and referral pathways.

Mandatory Training

The following training will be completed as required by role:

- Safeguarding and Child Protection
- Paediatric First Aid
- Prevent Duty
- Food Hygiene
- Health and Safety
- Fire Safety
- SEND Awareness
- Equality and Diversity
- Online Safety
- Data Protection

Refresher training will be undertaken in accordance with legislative and organisational requirements.

Supervision During Induction

New staff will receive:

- Regular supervision meetings.
- Opportunities to discuss concerns.
- Support from a mentor or senior colleague.
- Feedback on performance and practice.

Additional support may be provided where required.

Probationary Period

New employees will normally complete a probationary period of 3 months.
(with the possibility of extending it another 3 months if the manager chooses).

During probation:

- Performance will be monitored.
- Attendance and conduct will be reviewed.



Hopton school house Playgroup and OOSC policies

- Training requirements will be identified.
- Support and guidance will be provided.

Successful completion will be confirmed in writing.

Responsibilities

Manager

The Manager will:

- Ensure induction programmes are implemented.
- Maintain induction records.
- Monitor progress.
- Ensure mandatory training is completed.

Staff

Staff are expected to:

- Participate fully in induction.
- Read and understand policies.
- Seek clarification when needed.
- Demonstrate professional conduct.

Volunteers and Students

Volunteers and students are expected to:

- Follow all procedures.
- Maintain confidentiality.
- Participate in induction activities.
- Work within agreed boundaries.

Record Keeping

The setting will maintain records of:

- Induction completion.
- Training attendance.
- Supervision meetings.



Hopton school house Playgroup and OOSC policies

- Probation reviews.
- Safeguarding training.

Records will be stored securely in accordance with data protection legislation.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Student Placement Policy
- Employment Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Health and Safety Policy
- Equality and Inclusion Policy
- E-Safety Policy
- Confidentiality Policy

Gloucestershire Contacts

Gloucestershire Safeguarding Children Partnership

Website: www.gloucestershirescp.org.uk

Gloucestershire Children's Social Care

Telephone: 01452 426565

Ofsted

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