

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



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PLAYGROUP ASSISTANT 6 MONTH INDUCTION PROGRAMME

Time	Activity	Initial	
		Staff	Mgr
	<i>By the end of Day One, you will have:</i>		
	<ul style="list-style-type: none"> Had a meeting with the Supervisor, Safeguarding and Health and Safety Officers (or their assistants if they are not present) 		
	<ul style="list-style-type: none"> An understanding of the induction process, and have received an induction pack from your Supervisor. 		
	<ul style="list-style-type: none"> Had an introduction to your colleagues and 'Who's Who' at Playgroup (eg: SENCO, Safeguarding, H&S coordinators). 		
	<ul style="list-style-type: none"> Been shown where to access paper copy and how to access on-line copy of Policies and Procedures (www.wanboroughplaygroup.org.uk) 		
	<ul style="list-style-type: none"> Been given a copy of the Staff Handbook. 		
	<ul style="list-style-type: none"> Had a tour of the building, including the location of necessary equipment and facilities, etc. 		
	<ul style="list-style-type: none"> An outline of your role, responsibilities, and level of authority, and outline of work priorities and any deadlines. 		
	<ul style="list-style-type: none"> Completed the order form for a Playgroup Uniform. 		
Time	Activity	Initial	
	<i>By the end of Week One, you will have:</i>	Staff	Mgr
	<ul style="list-style-type: none"> Familiarised self with Playgroup Policies and Procedures, the location of essential documentation and the play equipment. 		
	<ul style="list-style-type: none"> Familiarised self with EYFS documentation available at Playgroup (Statutory Framework, Guide etc) 		
	<ul style="list-style-type: none"> Had an introduction to the fire drill procedures; First Aid Officer (and location of First Aid Box); and the emergency evacuation procedure. 		
	<ul style="list-style-type: none"> Clarification on standards required and quality of work. 		
	<ul style="list-style-type: none"> Identified any urgent training needs using the SSSP Training Plan. 		
	<ul style="list-style-type: none"> Had a meeting with the Chair of the Committee. 		
	<ul style="list-style-type: none"> Been given a memory stick with Staff Documentation which includes: EYFS publications, Key Person Guide, Staff Handbook, Learning Journey Master, Safeguarding publications 		

Time	Activity <i>By the end of Month One, you will have:</i>	Initial	
		Staff	Mgr
	<ul style="list-style-type: none"> Knowledge of names and locations, etc of external contacts, where relevant to your role and made contact where appropriate (eg: health and safety). 		
	<ul style="list-style-type: none"> Taken responsibility for at least one morning 'Welcome' at the door, eg: welcoming the parents and children, operating the register, taking information and handing out information as relevant to the parents, using knowledge of sick child / parental responsibility / non-collection of child / existing injury policies if relevant. 		
	<ul style="list-style-type: none"> An understanding of the policy and processes on: staff meetings, committee meetings, one to ones, annual appraisals, union membership. 		
	<ul style="list-style-type: none"> An understanding of the management structure of the Playgroup and the Playgroup Assistant's role within that. 		
	<ul style="list-style-type: none"> Undertaken a monthly probationary review with your line manager and set up regular monthly meetings. 		
Time	Activity <i>By the end of Month Two, you will have:</i>	Initial	
		Staff	Mgr
	<ul style="list-style-type: none"> Completed an audit of key skills required for the Playgroup Assistant to identify areas of on the job / SSSP training. 		
	<ul style="list-style-type: none"> The ability to complete tasks (as identified from the job description) to the required standards of quality and accuracy. 		
	<ul style="list-style-type: none"> Been trained in Observation techniques and allocated at least two children for whom you will act as Key Person. 		
	<ul style="list-style-type: none"> Been trained in how to deliver accurate and engaging Key Person and Learning Journey Reports. 		
	<ul style="list-style-type: none"> Undertaken a month two probationary review with the Supervisor. 		
	<ul style="list-style-type: none"> Been set key objectives to achieve over the next 4 months. 		

Time	Activity <i>By the end of Month Four, you will have:</i>	Initial	
		Staff	Mgr
	<ul style="list-style-type: none"> ▪ Acquired full knowledge of all essential policies and procedures including safeguarding procedures. 		
	<ul style="list-style-type: none"> ▪ Identified key people for on-going support / networking. 		
	<ul style="list-style-type: none"> ▪ Undertaken a three and four month probationary review with the Supervisor. 		
Time	Activity <i>By the end of Month Six,, you will have:</i>	Initial	
		Staff	Mgr
	<ul style="list-style-type: none"> ▪ Booked and/or attended or addressed a training need identified in month two. 		
	<ul style="list-style-type: none"> ▪ Achieved key objectives set during your induction (in month 2) to the standard required. 		
	<ul style="list-style-type: none"> ▪ Demonstrated capability to meet the requirements of the role to the standard set. 		
	<ul style="list-style-type: none"> ▪ Completed your induction programme, and undertaken a probationary review with the Supervisor and/or Chair of the Committee. 		
	<ul style="list-style-type: none"> ▪ Following successful completion of probationary period, undertaken an appraisal with the Supervisor and devised key objectives and an on the job training plan for the next 6-12 months. 		