

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk



Induction

When a new member of staff joins the Playgroup, they will be given an induction over an appropriate period of time. This will be decided between the staff member and the Playgroup Supervisor.

- The issue of confidentiality will be made quite clear and a confidentiality statement must be signed on the first day of employment or before.
- Staff member will be given a copy of: Staff handbook and Induction Programme (attached to this Policy)
- The fire drill and evacuation procedures will be discussed on the first day of employment with a practice fire drill held within the first month of employment.
- The policies and procedures manual will be given to the new employee for them to read and familiarize themselves with. Staff member will be shown how to access the policies and procedures on our website (wanboroughplaygroup.org.uk)
- If necessary, a mentor can be allocated to the new member of staff.
- It will be made clear that only members of staff and/or committee members who have been 'police checked' are able to help children go to the toilet or change wet/soiled clothing.
- A new member of staff should be made aware of security, in that the chain should be on the door whenever it is opened and that the identity of the visitor should be checked with the Supervisor/Deputy Supervisor before entry is allowed.

This policy was adopted at a meeting of	Wanborough Playgroup Committee
Held on	10 th March 2008
Signed on behalf of the Management Committee/Proprietor	Sally Jamie
Role of signatory (e.g. chairperson etc.)	Chairperson
This policy was reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 rd March 2014
Signed on behalf of the Management Committee/Proprietor	
Name of Signatory:	Ali Petherbridge
Role of signatory (e.g. chairperson etc.)	Chairperson
To be reviewed on:	March 2015

