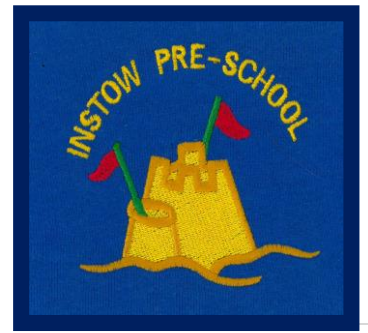


Instow Community Primary and Pre-School

Induction Training – Staff/Volunteers



- Introduce new member of staff/volunteer to parents and children
- Talk about how pre-school and school work together
- Operational Plan/Policies
- EYFS
- Emergency evacuation plus fire drills/recording
- Equality policy
- Health and Safety policy including door/gate security and safe lifting of children and equipment
- Safeguarding children/Safeguarding expectations and conduct for all staff/ All staff/volunteers should read Keeping Children Safe in Education and sign that they have done so
- Prevent Duty and Fundamental British Values
- Administration of medicine
- All risk assessments – daily and outings
- Mobile phone (including all electronic devices with imaging and sharing capabilities e.g. smart watches), camera/video, ICT policies
- Kitchen hygiene and allergies of children
- Toileting
- Visitors book
- First Aid, accident, incident book
- Complaint book
- Noticeboards - planning - long/medium/short
- Staff meetings
- Parent rota
- Parent letters
- Registration cards/Pre-School prospectus
- Children's learning records
- Staff courses (internal/external)
- CONFIDENTIALITY
- Child Observations
- Nursery Plus and other outside agencies
- Flexibility
- Working alongside another member of staff to learn routine
- Appraisals

We provide an induction for all volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice as above and in addition:

- All volunteers to sign in at the school office
- Policies should be read and carried out
- Mobile phones including all technological devices with imaging and sharing capabilities e.g. smart watches to be handed in at the school office until the end of the Pre-School session, or mobile phone/devices to be turned off and put in the cupboard in Pre-school room with other belongings. Volunteers are not allowed to use their own mobile phones/devices anywhere in the Early Years Unit/Main school.

- Toileting must only be carried out by a member of staff who has been DBS checked
- Confidentiality must always be upheld
- Observations made on children must only be done with the permission of the parent and also with the permission of the Pre-School Leader
- No volunteer will be left on their own with the children
- Staff meetings do not apply
- **All volunteers will be DBS checked**

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed March 2027