



MARTLESHAM PLAYSCHOOL

A member of the Pre-School Learning Alliance

Registered Charity No. 288268

PLEASE DO NOT REMOVE

STAFF, STUDENT & VOLUNTEER INDUCTION & SUPERVISION POLICY

Martlesham Playschool is committed to providing a safe, secure and stimulating environment in which the welfare of children and staff members, students and volunteers is supported by our policies and procedures.

This policy aims to set out clear systems and procedures to be followed for the supervision of our staff, students and volunteers in order to support them in improving outcomes for children.

On joining Martlesham Playschool staff members, students and volunteers undergo an effective induction process. This begins prior to the staff members, students or volunteers beginning their first day in our setting and then covers the first three months of employment, learning or volunteering. This ensures that all staff members, students and volunteers feel welcome and understand their roles and responsibilities and have time to familiarize themselves with our policies and procedures prior to beginning their time in our setting. We also ensure that the names of the setting SENco, the setting first aiders, the designated staff member for safeguarding and the deputy member of staff for safeguarding and the staff/committee members who are responsible for Health and Safety are known.

We expect our staff members to support with the development and reviewing of our policies and procedures as they have first hand knowledge of effective practice and we value their contribution. All staff and committee members are involved in the implementation of our policies and procedures and we ensure that our students and volunteers have a commitment in adhering to any relevant policies and procedures that will effect their time with us.

For our staff members:

Half-termly meetings take place between all staff members, and the playschool leaders have half-termly committee meetings with our Chair Person and committee enabling staff members to have time to discuss and reflect on their practice and identify any training needs. Staff members are given opportunities to receive regular training so that they continue to meet the individual needs of the children within our care.

Master if signed and dated.

Annual appraisals and 1:1's take place and the playschool leaders carry these out with staff members, with the Chair Person carrying out the playschool leaders' annual appraisals and 1:1's again providing the opportunity for reflective practice and time to identify any training needs and set SMART (Specific, Measurable, Achievable, Realistic and Time Bound) targets.

This policy was adopted at a meeting of	Martlesham Playschool	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)