



Staff Induction and Development Policy

General

Each new member of staff at Study Right will have an opportunity to read through a copy of all of the centre's policies and procedures. The new staff member will sign the **Policy Checklist Form** to confirm that they have read and understood the centre's policies. As an element of their training they will undergo an online test regarding the policies and engage in a discussion with their branch manager to discuss the practical implications of the centre's policies and procedures.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, identification of any known hazards
- Thorough briefing about the centre's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Location of centre records and documentation, storage, toilets etc.
- Overview of all aspects of the day-to-day management and running of the centre
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

Development and Training

To ensure that staff development needs are being met, we provide all our staff with:

- A thorough induction process
- A system of regular appraisals and reviews
- Opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan.

Appraisals and Reviews

The manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The manager will hold quarterly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

Training

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge up to date.

Staff Meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every school term with tutors and on a fortnightly basis for management.

[Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.20 - 3.22]]



StudyRight
Education through motivation.