

## Staff Induction and Development

### Aim:

Venture Kids strives to employ the most professional, best qualified and skilled team for their childcare settings and in doing so offer an exemplary childcare service.

### Procedure:

- Each new member of staff at Venture Kids will be directed to the club website for a copy of all of the Club's policies and procedures.
- Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them.
- The new staff member will sign the **Policy Confirmation Slip** to confirm that they have read and understood and agree to abide by the Club's policies.

### 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, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Thorough briefing about the Club's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Location of Club records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Club
- 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 supervisions
- 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 Supervisions

- 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 regular supervisions with staff to monitor their professional development and their progress with regards to the targets set, issues raised, and ongoing training.

### Training

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

- Staff are expected to attend training courses as and when requested by their manager.

### **Staff meetings**

- Staff meetings provide a forum in which staff can share information, solve problems and raise work issues.
- Staff meetings are held at least once a month.

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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