



## Staff Induction and Development

Each new member of staff at Barton Kids Club is provided with 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 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, storage areas, toilets, etc..
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Location of Club records and documentation.
- 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.

The **Staff Induction Form** can be used as a checklist to ensure all aspects have been covered.

### Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club, 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 half-termly reviews with staff to monitor their performance and progress and to discuss any concerns or ideas they have.

### 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 play work issues up to date. Staff are expected to undertake training courses as and when requested by their manager.

# BARTON KIDS CLUB



## Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held once per half term.

This policy was adopted by: Barton Kids Club	Date: May 2022
To be reviewed: 2023	Signed: Linda Hoenes