



Staff Induction

Each new member of staff at OSCARS receives a copy of all of the Club's policies and procedures. During the first few weeks 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 to confirm that they have read and understood the Club's policies. They should seek clarification with the Manager for anything they aren't sure about.

As part of the induction process the manager will also:

- Introduce the new member of staff to their colleagues, children and parents or carers
- Show the new member of staff around the premises, pointing out all fire exits, location of first aid kit and fire safety equipment, location of Club records and documentation, storage, toilets etc
- Show the new member of staff any outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and highlight any known hazards
- Explain all aspects of the day-to-day management and running of the Club
- Inform the new member of staff about the Club's commitment to working within the Statutory Framework for the Early Years Foundation Stage (EYFS) as per the current legislation.
- Explain the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.
- Introduce or make them aware of any staff at FCCE that is relevant.
- Ensure the new member of staff is made aware of any special circumstances/child that attends OSCARS
- Ensure new starters watch the "How to Use an EpiPen video" and are able to use an EpiPen if required.
- Ensure a copy of the South Gloucestershire Child Protection procedures are given and are read.

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 and the Statutory Framework for the Early Years Foundation Stage, 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 in accordance with Ofsted guidelines.

Appraisals and reviews

The manager and committee member responsible for personnel will hold an annual appraisal meeting with each member of staff. The appraisal will be used to reflect on progress and challenges over the previous year and to identify current knowledge and skills, areas for future development and potential training needs.

The manager may hold interim reviews with staff members 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 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 every month, on a rotating day so all staff have the opportunity to attend as many meetings as possible.

Date first adopted by OSCARS management committee	06/03/12
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson