**STAFF, STUDENT & VOLUNTEER**

**INDUCTION & SUPERVISION POLICY**

We are 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 Preschool 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 familiarise 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:

6-weekly supervision meetings take place between all staff members, and the pre-school managers/ deputies attend 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 peer observations also take place half termly (either before or with supervisions). Staff members are given opportunities to receive regular training so that they continue to meet the individual needs of the children within our care, providing the opportunity for reflective practice and time to identify any training needs and set SMART (Specific, Measurable, Achievable, Realistic and Time Bound) targets.

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students and volunteers undertaking early years qualifications and training.

We aim to provide for students and volunteers on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Students and volunteers are welcomed into the preschool on the following conditions:

* We require students and volunteers to meet the 'suitable person' requirements of Ofsted and that DBS checks are carried out. We require schools placing students under the age of 17 years with the setting to vouch for their good character.
* We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children
* We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities
* The needs of the children are paramount. Students and volunteers will not be admitted in numbers which hinder the essential work of the pre-school.
* We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students and volunteers, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures
* Any information gained by the students and volunteers about the children or other adults in the pre-school must remain confidential and they will be given a copy of our Confidentiality Policy to read and adhere to.
* Unless registered as fit persons, students and volunteers will not have unrestricted access to children.
* On the students and volunteers first day we will ask them to complete an emergency contact form which will then be kept in our emergency contacts file in the filing cabinet.

*This policy is reviewed annually by Martlesham Preschool Committee*