

Staff Qualifications, Training, Support and Skills-Induction of Staff, Learners and Volunteers

Introduction

At Eckington Under Fives Pre-School we provide an induction for all staff, volunteers, learners and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Our Aim

To provide a consistency in our induction process which puts down the foundations for all staff to build upon through further training and experiences, which will in turn enhance our provision, and the employee's career prospects.

Procedure

We have a written induction plan for all new staff, learners and volunteers which includes the following:

- Introductions to all staff and volunteers, including management committee members where appropriate.
- Familiarising with the building, health and safety, and fire and evacuation procedures.
- Ensuring our policies and procedures have been read and understood.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

The manager inducts new staff and volunteers over a period of a minimum of 8 weeks.

The registered person will be responsible for inducting new managers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines as the successful completion of the induction forms part of the probationary period.

Induction Checklist for New Staff

Induction for.....

Induction Activity	Responsible Person	Date Completed
Prior to Starting		
Appropriate information/documentation to be sent in advance-could include policies		
Arrangements for first day-where, when, who to ask for		
Documentation to be brought on first day		
Day One		
Access-identification-uniform (dress code)		
Introduction to staff		
Emergency evacuation procedures		
First Aid		
Essential Information-allergies, illness etc		
Duties and roles (nappy changing)		
Telephone information		
Signing in and out		
Parking		
Tea/coffee/refreshment arrangements		
Introduction to Safeguarding/Child Protection		
Week One		
Timesheets-working hours		
Annual leave		
Sickness/absence reporting		
Key dates: Staff Meetings CPD		
Overview of duties		
Policies-Risk assessments-Child Protection/Safeguarding		
Month One		
Safeguarding Procedures-recording information		
Welfare requirements		
Whistleblowing procedure		
Confidentiality policy and procedure		
Code of conduct		
Health and safety policy		
First Aid arrangements		
Accident and incident reporting		
Equality and Diversity Policy		
Staff Handbook		
Training and Development		
First Aid training		
Safeguarding Training		
SENCO		
Equality and Diversity		
CPD		
Health and Safety		

Induction Checklist for Students

Induction for.....

Induction Activity	Responsible Person	Date Completed
Appropriate information/documentation to be sent in advance-could include policies		
Arrangements for first day-where, when, who to ask for		
Documentation to be brought on first day		
Day One		
Access-identification		
Introduction to staff		
Emergency evacuation procedures		
First Aid		
Essential Information-allergies, illness etc.		
Telephone information		
Signing in and out		
Tea/coffee/refreshment arrangements		
Dress Code		
Day Two		
Confidentiality		
Staff Handbook		
Sickness/absence reporting		
Day Three		
Discuss their objectives for placement		
Plan activities into the day/week		
Discuss progress so far and any concerns		
Final Day		
Evaluate placement		
Exit interview		
AOB		

Introduction

At Eckington Under Fives Pre-school we recognise the importance and our duty to support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

We do this through regular supervision;

- Providing support, coaching and training for all staff, learners and volunteers.
- We foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.
- We hold regular team meetings where we have the opportunity to discuss any issues – particularly concerning children’s development or wellbeing.
- We work together as a team to put forward ideas on all aspects of the setting such as the routine of the day, behavioural issues or our policies and procedures, this helps us to identify solutions, to address issues as they arise and enables us to learn and develop our practice.
- We hold individual professional development meetings with individual staff members, the manager and the chair person, this time is used to discuss any issues/concerns, recognised training needs and prospects of the employee. These are all documented and kept on the employees file.
- Annual appraisals are completed to ensure the employee is progressing as they would like to, and again to identify any further training needs.
- All staff have specific job descriptions which set out their staff roles and responsibilities, a contract and staff handbook explaining their roles and responsibilities, along with a Pre-school Code of Ethics, this all forms part of the Employee Contract.
- Peer observations are completed between colleagues and the management team, these are used as our commitment to continual professional development and positive reinforcement. It also identifies training needs and ensures transparency around practitioner development and requirements.

Current Qualifications at Eckington Under Fives Pre-school

Donna

Teacher (Level 6)

Qualified Forest School Leader.

Maria

Cache Diploma in Child Care and Education Level 3

Erianta

Level 3 Diploma in Children & Young People

Bank Staff

Chris

Level 3 Diploma in Pre-school

Gemma

Level 3 Diploma in Children & Young People

All our employees have undertaken Safeguarding training according to the statutory requirements and this is revisited every staff meeting and renewed accordingly to Ofsted requirements.

All staff attend a relevant paediatric first aid course to ensure that a first aider is always on the premises and available at all times when children are present, this includes outings. Our forest school leader also holds a relevant first aid certificate for serious accidents.

Anyone working with food i.e. preparing snack has completed Food and Hygiene training.

Our training needs are regularly re-assessed, and we consult the Babcock Training Directory to book these.

For further information on all our staffs training please see their individual files which are in the locked black filing box in the office cupboard.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Staff Qualifications, Training, Support and Skills – Stress and Conflict

Introduction

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Stress can come from any situation or thought that makes you feel frustrated, angry, nervous, or anxious. Stress is caused by an existing stress-causing factor or "stressor" stress is the body's reaction to a change that requires a physical, mental or emotional adjustment or response. The Preschool recognises that there are workplace stressors specific to staff who work with children. These stressors can include: preschool assistant/child ratios, violence, class discipline, children's attitudes, workload, and parental expectations

Our Aims

The aim of Eckington Under Fives Pre-school stress and conflict policy is to ensure that our setting has full support for the staff members at the pre-school and to determine the type of stress that they are under and the support that we can offer them. To reduce the risk of work induced stress to a minimum, or if possible, to negate it completely.

- Identify those areas of work/circumstances where an unreasonable level of risk exists by carrying out appraisal reviews with the manager/Registered Provider and implement measures to minimize risks.
- Such reviews should be performed as normal part of the management of the Pre-School
- When possible give appropriate training/information/advice to employees who could be vulnerable to stress
- Provide support and advice to employees who are exposed to stress in situations in work
- Maintain an appropriate reporting and recording procedure with the relevant adult to monitor stress issues.

Procedure

In order to continually enhance self-esteem and thus reduce the build-up of stress we note and appreciate the work of all staff both individually and collectively through:

- Staff meetings in which achievements are noted and commended
- Individual discussions between the manager and a member of staff
- Individual discussions between Registered Provider and Managers/members of staff
- Letters to parents
- Local press releases and communications with our local community
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.

- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their jurisdiction.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Where appropriate, seek advice (e.g. from Human Resources) on supporting staff who are experiencing stress or who are off sick as a result of stress.
- Be aware of possible causes of stress at work and impact on well-being.
- Raise issues of concern with the managers or Registered Providers
- Accept opportunities for counselling and support when recommended.
- Accept appropriate support from colleagues and managers.
- Attend relevant training, as required.

HSE Indicator Tool and Analysis Tool

HSE’s Management Standards Indicator Tool is a 35-item questionnaire relating to the six primary stressors identified in the Management Standards for Work Related Stress. The items are based on the best available evidence linking work design to health outcomes. It has been designed to support the process described in the Management Standards by providing a broad indication to organisations of how well their workforce rate their performance in managing the risks associated with work-related stress. The Indicator Tool can be used as a standalone measuring device, or alternatively, the items can be included in another question set, such as a pre-existing staff survey. It is recommended that the HSE Management Standards Analysis Tool be used to score the responses, regardless of whether it is used as a standalone measuring device or incorporated into a wider staff survey. The results from the HSE Management Standards Indicator Tool should be confirmed by discussing the findings with employees, and also by considering other data that is available within the organisation, such as sickness absence rates, employee turnover. We would use this document where we deem necessary in the case of stress and will be located in the office cupboard.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Staff Qualifications, Training, Support and Skills - First Aid

Introduction

At Eckington Under Fives Pre-school we have a duty to safeguard all children in our care and on our premises. We also have a legal duty to provide a safe working environment for our staff, parents, learners and volunteers. Occasionally the need to administer first aid is required so a First Aid Policy has been written.

Our Aims

Our aim at Eckington Under Fives Pre-school is to provide a safe environment for children, staff, volunteers, learners, visitors and parents. We aim to reduce the probability of incidents and accidents occurring through risk assessments and clear procedures, however we are realistic that some accidents will occur. In the case of accidents occurring we aim to deal with these in a prompt, professional manner.

We do this through;

- Ensuring all our practitioner's present have a current paediatric first aid certificate on the premises at all times when children are present, and must accompany children on outings.
- Ensuring that there is at least one member of staff on the premises always and when on outings, who has a current first aid qualification for adults.
- We ensure there is a first aid box accessible always with appropriate content for children.
- We ensure a written record of accidents, injuries and first aid treatment is completed promptly and professionally and kept on site at all times. This is a separate document for children and adults. Please see our Health Policy.
- We strive to identify when and why accidents are occurring and reflect on our practice to reduce re-occurrence of such injuries.

Policy statement

In our setting, staff who hold a current paediatric first aid qualification can act to apply first aid treatment in the event of an accident involving a child.

In our setting, staff who hold a current first aid qualification for adults can act to apply first aid treatment in the event of an accident involving an adult.

We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items;

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings: Small (formerly Medium No 8) x 3. Medium (formerly Large No 9) – HSE 1 x 3. Large (formerly Extra-Large No 3) – HSE 2 x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16-dressing x 2.

- Container of 6 safety pins x 1.
 - Guidance card as recommended by HSE x 1.
- In addition to the first aid equipment, each box should be supplied with;
- 2 pairs of disposable plastic (PVC or vinyl) gloves.
 - 1 plastic disposable apron.
 - The member of staff responsible for checking the first aid box is; Donna Saunders and in her absence Maria Smith.
 - The first aid box is easily accessible to adults and is kept, above the hooks by the main door, out of the reach of children.
 - The contents of the first aid box is checked by the person responsible each term and replenished, as necessary
 - No un-prescribed medication is given to children, parents or staff.
 - At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
 - Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
 - On outings or activities out of the setting, such as forest school or trips to the park, a full and accurate first aid kit will always be with the team leader/Manager.
 - It is everybody's responsibility to highlight to the person responsible for replenishing the first aid kit, if they notice anything missing or not up to standard.

Legal framework

Health and Safety (First Aid) Regulations (1981)

Further guidance

First Aid at Work: Your questions answered (HSE Revised 2009)

Basic Advice on First Aid at Work (HSE Revised 2008)

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

