



## Induction Policy

**At Conker Club we are fully committed to ensuring that everyone involved, children and adults, feels safe, valued and confident. We care for each other and work very closely as a team.**

Our Induction Policy ensures that new members of staff are made welcome and quickly become confident members of the Conker Club team, and are clear about their roles and responsibilities, so ensuring the continuation of the very best care for all the children in the After-School Club.

This will be achieved by:

- Allocating a mentor to a new member of staff - normally another experienced key worker
- Sharing our Vision & Values, Aims & Objectives
- Giving a copy of the Conker Club Policies and time to ask questions about them
- Ensuring that, if at all possible, there is an extra member of staff for at least the first week a new member of staff joins the team.
- Giving the new staff member time to get the feel of Conker Club and 'shadow' other members of staff as he/she gets to know the children and the routines
- Introducing them to the children and parents and giving them time to get to know everybody

During their first week or two we will ensure that the new staff member is aware of and fully confident with:

- Accident and medication forms
- Procedure for opening the door and admitting people
- What to do if person on pick up isn't on the collection list
- What to do in the event of a fire
- Where keys are kept and their purpose
- The Health and Safety policy
- The Daily Timetable
- Weekly planning
- Specific areas within Conker Club for activities
- The 'Rules' of Conker Club
- Safe Guarding Children and what to do if have any concerns
- Use of toilets (only if CRB checked)
- List of allergies
- Who the SENCO is and what to do if have any concerns

It is important that the new staff member is encouraged to ask questions and make sure that they fully understand all procedures and policies. It doesn't matter if they have already been told or asked the same question before!! We are aware that although there may be similarities between different After-School club settings, even for an experienced person there will be a lot to take in.

All other members of staff will do their best to get to know anyone new and to make sure that they feel welcome and settle in as quickly as possible.