



# Staff Induction Procedure

Last updated 11.04.11

Play Service

Ofsted need to confirm eligibility of new staff member before the induction procedure can begin (EY2 form).

The induction procedure is to be carried out by all new members of staff, including volunteers and students. The induction should last approximately 2 weeks and will provide the new team member a thorough introduction to the working tasks and organisation of the club.

Each task will need to be signed off by the club manager to confirm completion and at the end of the induction a copy will be filed in the staff records.

Name of Staff Member: \_\_\_\_\_ Start Date: \_\_\_\_\_

Task	Date to complete	Tick
Welcome the new member of staff	Day 1	
Introduce the new staff member to the other team members	Day 1	
Introduce new member of staff to Children	Day 1	
Show around the club, to all rooms, including toilet facilities and staff facilities.	Day 1	
Run through Health and Safety Procedures	Day 1	
At the end of the day introduce to parents	Day 1	
Introduce to Child's Records	Day 2 - 3	
Read through Policies and Procedures	Day 2 - 5	
Allocate Key Group	Day 7	
Review Polices and Procedures	Day 8	
Observations taken place by Club Manager	Day 10 - 12	
Feedback to staff member observation outcome	Day 13	
Recruit and complete permanent contract or review Induction	Day 14	
Set dates for 121 meetings and appraisals	Day 14	

Sign Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Sign Club Manager \_\_\_\_\_ Date \_\_\_\_\_

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