



Laugh and Learn Pre-School

Staffing and Induction Policy

(Including Equal Opportunities, Confidentiality and volunteers/work experience students)

General Welfare Requirements in accordance with the EYFS

Providers must take all necessary steps to keep children safe and well. They must take steps to safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures. They must have regard to the Government's Statutory guidance "Working Together to Safeguard Children"

The provider must ensure that all practitioners and people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, premises), are suitable.

Policy Statement

Here at Laugh and Learn Pre-School we believe that children should have positive relationships with the adults caring for them and that every child has the right to be protected. With this in mind we are committed to ensuring the suitability of the staff we employ in addition to volunteers/helpers we allow onto the premises and take steps to regularly review such suitability. We seek to promote equality of opportunity and to eliminate discrimination as defined under the terms of the Race Relations Act, Equal Pay Act, Sex Discrimination Act and the Disability Discrimination Act, in all of our employment procedures and practise. We also actively encourage ongoing individual professional and personal development taking account of cost, timing, family responsibilities, cultural requirements, gender and age sensitivities, potential physical barriers in the built environment etc.

Procedures

For Permanent Staff

- ❖ All vacant posts will be advertised internally and externally to reach as wide a circulation as possible.
- ❖ Applicants will be given clear, concise and accurate information about posts through advertisements in order to enable them to assess their own suitability, and appropriate language will be used so as not to deter any potentially disadvantaged applicant from applying.
- ❖ Any advertisements and publicity on recruitment will state that we are working towards being an equal opportunity employer, and our interview panel will be fully aware of our commitment to equality of opportunity in our employment practices.
- ❖ Applicants will be required to complete an application form and will be considered for interview based on appropriate qualifications and experience for the vacant position.
- ❖ Any job offer will be made in writing by the Owner/Manager and will be subject to recruitment checks that meet the requirement of the EYFS (Sept 2025), completion of a medical statement, receipt of satisfactory references, a three month probationary period, and completion of a Disclosure and Barring Service Check (DBS) which the applicant will be required to apply for on line and bear the cost of any relevant fee themselves.

Recruitment Checks

- ❖ **Obtaining references-** As part of our commitment to safer recruitment we obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us. Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:
- ❖ Our application process requires candidates to supply us with the contact details of a suitable referee from:
 - Their current employer, training provider or early years education and care setting
 - A senior person within the organisation who is authorised to provide a reference.
- ❖ If the applicant is not currently employed, or is not currently working with children we will:
 - Obtain verification of the applicants most recent relevant employment if they are not currently employed.
 - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children.
- ❖ If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- ❖ We do not accept references from the following.
 - Family members
 - A generic reference i.e. 'to whom it may concern'.

Once a reference is received

- ❖ A reference received electronically will be checked to ensure that it originates from a legitimate source.
- ❖ We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.
- ❖ If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- ❖ Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- ❖ In line with best practice, we will seek to gain explanations for any gaps in employment.

Once an applicant has accepted a job offer in writing the Owner/Manager will send them an employee pack within the first Month from the commencement date of their employment.

- ❖ On commencement of employment all staff will be given induction training based on the attached "Staff Induction Checklists" and any immediate training needs will be identified and put in place.
- ❖ At the end of the three-month probation period the Owner/Manager will carry out an appraisal with the employee to discuss whether the probation period has been completed satisfactorily and whether permanent employment can be confirmed. Should the probation period not be completed satisfactorily then areas for improvement will be identified and discussed, and a further period of probation be agreed to allow for the employee to effect the necessary changes. At the end of this second period of probation a second appraisal will

- ❖ be completed and should the extended period of probation still not be completed satisfactorily then employment will be terminated in writing by the Owner/Manager.
- ❖ Once the probationary period has been successfully completed staff will be required to wear the pre-school Polo Shirt and sweatshirt at all times. Uniform requirements will be discussed with the Owner/Manager and the appropriate order will be placed. The owner will provide 100% of the cost of uniform on commencement of employment, and then a contribution of 100% of the cost of further uniform as required.
- ❖ All staff will have an annual review where, after the Owner/Manager has carried out individual observations to establish standards of practice, they will be invited to discuss their personal professional progress, discuss any queries or concerns which may arise, identify and resolve training needs, and where necessary draw up a personal action plan for the forthcoming year. Written details will be kept and every term each member of staff will have a "catch up" supervision review with the Manager to review progress on their action plans etc.
- ❖ At such reviews staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- ❖ Staff will also engage in peer observations to enhance their professional practice by learning from and supporting one another in their development.
- ❖ Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children and they must declare any such circumstance immediately to the Manager. Medical advice must be sought to confirm that any medication being taken is unlikely to impair their ability to look after children and such medication must be stored on the premises securely out of the reach of children at all times.

For volunteers/work experience students

At Laugh and Learn we welcome volunteers and work experience students as qualifications and training make an important contribution to the quality of care and education and the following procedure will be followed to ensure suitability and safeguard children:

- ❖ In the case of work experience students, we must have written confirmation from their course provider that they are a student together with the dates required for their placement and the good character of students under 17 years old is vouched for by the education establishment that places them.
- ❖ In the case of volunteers, the Owner/Manager, after a short interview, will decide whether they are appropriate helpers for our pre-school and will discuss the aim of the placement.
- ❖ For those who intend to volunteer on a long-term basis satisfactory references and completion of a Disclosure and Barring Service Check (DBS) will be required. The volunteer will be required to apply for the DBS check themselves online and bear the cost of any relevant fee. These checks will not be required for those volunteering for a specific event or for a short period.
- ❖ Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.
- ❖ On their first day of attendance at the pre-school all students and volunteers will be given induction training based on the attached "student/volunteer Induction Checklist".
- ❖ No student or volunteer will have unsupervised contact with the children being cared for at any time.

Confidentiality:

This policy should be read alongside our Confidentiality and Client Access to Records Policy. All Staff, students and volunteers to the pre-school will be made aware of the importance of confidentiality of information and their individual responsibility within the setting. Information about individual members of staff and children will not be given out to anyone without permission of those directly affected except in case of Child Protection or where we are legally obliged to do so.

We have record keeping systems in place that meet legal requirements, which means that we use, store and share information within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998). Any breach of confidentiality may result in disciplinary action.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keep children safe	2.4 Key Person	3.3 The Learning Environment 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2025.

Signed: *Sharon Bennett*

Dated: September 2025 This policy will be reviewed in the Autumn Term of 2027

Initial Staff Induction Checklist

Name of Employee:

Date of Commencement of Employment:

Name of Owner/Manager conducting Induction:

All new members of staff will be inducted by the Owner/Manager. A general induction session will be carried out on the first day/during first week of employment and over the course of the following three months a more in-depth induction and review of policies and procedures will be completed. At each stage the employee will be asked to sign to confirm that they have understood the induction process together with the policies and procedures. The process will end with a performance review carried out by the Owner/Manager at the end of the agreed probationary period. All staff will have ongoing annual performance reviews.

Day One/First Week of Employment - Date:	Tick/date/ initial when completed
General welcome of new staff member and introduction to other members of the team. The employee will be provided with three named members of staff who will form their "Buddy team" and to whom they can refer to with general daily queries.	
General tour of the premises including where the toilets, fire exits and first aid box are, and where personal belongings should be stored.	
General discussion of job description and expectations during first week of employment (simple but relevant tasks will be assigned during first few days). Confirmation/discussion as to whether all relevant checks have been completed. E.g. DBS, references etc	
Ensure all necessary documentation relating to employment are signed including the "Emergency Contact Details" form	
Explanation of daily routine of the session	
Read, discuss, understand and sign Fire Policy and evacuation procedure including where fire equipment is situated and correct usage (fire extinguishers, fire blanket)	
Read, discuss, understand and sign Safeguarding and whistleblowing policy. Provide new staff with a copy of our safeguarding letter.	
Read, discuss, understand and sign Managing Children's Behaviour Policy.	
Discuss and understand need for confidentiality as detailed in Safeguarding Policy and Staffing and Induction Policy	
Discuss and understand policy on mobile phones and cameras as detailed in Safeguarding Policy and Nappy Changing Policy	
Read, discuss, understand and sign Health and Safety Policy, point out position of Health and Safety poster, Insurance Certificates, First Aid Certificate and named first aiders.	
Discuss: Hazards in the workplace (lift max of 4 stacked chairs, Lift 1 table with another adults, roll and lift 1 carpet with another adult, lifting and moving equipment from shed appropriately being aware of low shelves, flatten carpet edges)	
Discuss: Hazardous substances (cleaning materials, glue, paint etc, protective gloves available)	
Discuss: Correct lifting techniques (straight back and bent knees, lift nothing heavier than a small child.	
At the end of the first day review the above to ensure understanding and answer any outstanding queries.	

I confirm that the above induction has been completed with me and that I understand all that has been discussed, and have listed any outstanding points or training needs overleaf.

Employee:

Date:

Manager:

Notes on induction/Action plan for training needs:

Employee:

Date:

Manager:

Ongoing Staff Induction Checklist

Name of Employee:

Date of Commencement of Employment:

Name of Owner/Manager conducting Induction:

All new members of staff will be inducted by the Owner/Manager. A general induction session will be carried out on the first day of employment and over the course of the following three months a more in-depth induction and review of policies and procedures will be completed. At each stage the employee will be asked to sign to confirm that they have understood the induction process together with the policies and procedures. The process will end with a performance review carried out by the Owner/Manager at the end of the agreed probationary period. All staff will have ongoing annual performance reviews.

First Three Months of Employment - Up to Date: The following will be discussed at an appropriate time within the first three months of employment	Tick/date/ initial when completed
Recap on initial induction checklist and refresh where necessary.	
Read, discuss, understand Key worker Policy.	
Discuss, explain and show examples of Tapestry learning journals.	
Discuss knowledge of EYFS and identify training and development needs.	
Introduce employee to key children if appropriate.	
Discuss roles and responsibilities within setting and lines of referral/supervision.	
Read, review, discuss, understand Managing Children's Behaviour Policy.	
Discuss any issues with contract of employment.	
Read, discuss, understand remaining policies.	
Discuss and identify general training and development needs.	
Discuss and explain hygiene and good practice procedures for Kitchen including opening and closing checks.	
Complete end of probationary period appraisal.	

I confirm that the above induction has been completed with me and that I understand all that has been discussed, and have listed any outstanding points or training needs over leaf.

Employee:

Date:

Manager:

Notes on induction/Action plan for training needs:

Employee:

Date:

Manager:

Volunteer/Work Experience Student Induction Checklist

Name of volunteer/student:

Date of Commencement of placement:

Name of Owner/Manager conducting Induction:

All volunteers/students will be inducted by the Owner/Manager. A general induction session will be carried out on the first day of placement and the volunteer/student will be asked to sign to confirm that they have understood the induction process together with the policies and procedures of the pre-school.

Day one of placement - Date:	Tick/date/ initial when completed
General welcome of volunteer/student and introduction to other members of the team. The volunteer/student will be provided with three named members of staff who will form their "Buddy team" and to whom they can refer to with general daily queries.	
General tour of the premises including where the toilets, fire exits and first aid box are, and where personal belongings should be stored.	
General discussion of expectations during placement (simple but relevant tasks will be assigned during first few days). Confirmation/discussion as to whether all relevant checks have been completed.(e.g. DBS, references etc) where necessary.	
Ensure all necessary documentation relating to placement are in place	
Explanation of daily routine of the session.	
Read, discuss, understand and sign Fire Policy and evacuation procedure including where fire equipment is situated and correct usage (fire extinguishers, fire blanket).	
Read, discuss, understand and sign Safeguarding and whistleblowing Policy. Provide volunteers with a copy of our safeguarding letter.	
Discuss and understand need for confidentiality as detailed in Safeguarding Policy and Staffing and Induction Policy.	
Discuss and understand policy on mobile phones and cameras as detailed in Safeguarding Policy and Nappy Changing Policy.	
Read, discuss, understand and sign Health and Safety Policy, point out position of Health and Safety poster, Insurance Certificates, First Aid Certificates and named first aiders.	
Discuss: Hazards in the workplace (lift max of 4 stacked chairs, Lift 1 table with another adults, roll and lift 1 carpet with another adult, lifting and moving equipment from shed appropriately being aware of low shelves, flatten carpet edges).	
Discuss: Hazardous substances (cleaning materials, glue, paint, protective gloves available).	
Discuss: Correct lifting techniques (straight back and bent knees, lift nothing heavier than a small child.	
At the end of the first day review the above to ensure understanding and answer any outstanding queries.	
Discuss roles and responsibilities within setting and lines of referral/supervision.	
Read, discuss and understand and sign remaining policies. (where appropriate)	

I confirm that the above induction has been completed with me and that I understand all that has been discussed, and have listed any outstanding points or training needs over leaf.

Name:

Date:

Manager:

Notes on induction/Action plan for training needs:

Volunteer/student:

Date:

Manager:

Staff Annual Appraisal

Name of Employee:

Date of Appraisal:

Name of Owner/Manager conducting Appraisal:

The member of staff and the Manager carrying out the review will each be asked to complete individual copies of this form prior to the appraisal in order to provide a starting point from which the annual review can be based.

For consideration:	Actions	
How have you found your role over the last year? (please reflect on your own work, training and attitudes - e.g. what have you achieved/done well? What have you done with least satisfaction/found challenging?) Comments:		
To what extent do you feel your knowledge and practice of the EYFS is up to date? (e.g. qualifications, training etc). Are there any areas where you require specific support or training to further your professional development? Comments:		
How do you feel you are managing your workload including deadlines for journals and other responsibilities? Comments:		
How do you feel your relationship with the parents and other professionals is developing, including confidence in communicating sensitive issues/professionalism in your approach to your role? Comments:		
How well do you feel you work within and communicate with the rest of the team? (e.g. working with others, flexibility etc) Comments:		
How well do you feel your relationship with the children is developing including any key children if applicable? Comments:		

How well do you feel the children in your care have benefited from your support? Comments:		
How would you rate your attendance and time management in the last year? Please tick one and give your reasons. Good 😊 Satisfactory 😊 Less Satisfactory 😊		
Comments:		
Is there anything you are not happy with or any areas of concern? Comments:		
Have you anything else to add? Comments:		
Is there anything we could do to improve your working environments and the running of the pre-school? Comments:		
Agreed actions and targets moving forward:		
Are you currently taking any long term medication that would need we would need to be aware of and that may need to be stored on the premises. YES/NO If Yes please provide details:		
I confirm that the above appraisal was completed to my satisfaction, that I have declared any convictions, cautions, court orders, reprimands and warnings or other changes in my personal circumstances which may affect my suitability to work with children, and that I am aware of my roles and responsibilities with regard to safeguarding detailed within the safeguarding procedures:		
Employee:	Date:	Manager:
Date of Next Appraisal:		

Staff Probationary Period Appraisal

Name of Employee:

Date of Probationary Appraisal:

Name of Owner/Manager conducting Appraisal:

The member of staff and the Manager carrying out the review will each be asked to complete individual copies of this form prior to the appraisal in order to provide a starting point from which the probationary appraisal can be based. The Manager will confirm during the review whether the probationary period has been completed satisfactorily. Should the probation period not be completed satisfactorily then areas for improvement will be identified and discussed and a further period of probation be agreed to allow for the necessary changes to be effected.

For consideration:	Initialed By Staff member and Manager
How have you found your role within the setting over the last three months? Comments:	
Do you feel you have had adequate support and information to do your role with confidence? Comments:	
Is there any area you would have liked more support in? (e.g. up to date knowledge and practice in the EYFS) Comments:	
Is there any training, coaching or mentoring you would like to help further your professional development? Comments:	
Do you have any areas of concern working and communicating within the team? Comments:	
How do you feel your relationship with the parents and other professionals is developing, including confidence in communicating sensitive issues? Comments:	

How do you feel your relationship with the children is developing, including any key children if applicable? Comments:	
How do you feel you are managing your workload, including meeting deadlines for journals? Please tick one and give your reasons.  Good  Satisfactory  Less than Satisfactory Comments:	
Is there anything else you would like to raise or discuss? Comments:	
Is there anything we could do to improve your working environments and the running of the pre-school? Comments:	
Agreed actions and targets moving forward:	
Are you currently taking any long term medication that would need we would need to be aware of and that may need to be stored on the premises. YES/NO If Yes please provide details:	
I confirm that the above appraisal was completed to my satisfaction, that I have declared any convictions, cautions, court orders, reprimands and warnings or other changes in my personal circumstances which may affect my suitability to work with children, and that I am aware of my roles and responsibilities with regard to safeguarding detailed within the safeguarding procedures. Employee: _____ Date: _____ Manager: _____ Date of Next Appraisal: _____	

Long Term Visitor/s Induction Checklist

Name of Long Term Visitor/s:

Date of first day of visit:

Name of Owner/Manager conducting Induction:

All Long Term Visitor/s who will be in attendance at the setting for one whole day or more will be inducted by the Owner/Manager. A general induction session will be carried out on the first day of visit and the visitor/s will be asked to sign to confirm that they have understood the induction process together with the policies and procedures of the pre-school.

Day one of Visit - Date:	Tick/date/ initial when completed
General welcome of visitor/s and introduction to other members of the team. .	
General tour of the premises including where the toilets, fire exits and first aid box are, and where personal belongings should be stored.	
General discussion of expectations during visit.	
Explanation of daily routine of the session.	
Discuss and understand Fire Policy and evacuation procedure including where fire equipment is situated and correct usage (fire extinguishers, fire blanket).	
Discuss and understand Safeguarding Policy. Provide visitor/s with a copy of our safeguarding letter.	
Discuss and understand need for confidentiality as detailed in Safeguarding Policy and Staffing and Induction Policy	
Discuss and understand policy on mobile phones and cameras as detailed in Safeguarding Policy and Nappy Changing Policy.	
Discuss and understand and sign Health and Safety Policy, point out position of Health and Safety poster, Insurance Certificates, First Aid Certificates and named first aiders.	
At the end of the first day review the above to ensure understanding and answer any outstanding queries.	

I confirm that the above induction has been completed with me and that I understand all that has been discussed, and have listed any outstanding points over leaf.

Name:

Date:

Manager: