

Staff Induction Policy

In Holy Trinity After School Club each new member of staff completes a staff induction process. This ensures that all employees receive:

- Tour of the setting.
- Introduction to all staff and children in the setting.
- A job description.
- Health and safety information.
- Fire safety information.
- Access to all policies.
- In house safeguarding/child protection training.
- First Aid information.
- Explanation of roles and responsibilities.

This process improves employees/volunteers understanding of the setting and their role within it. Each member of staff has a designated room leader who will assist with any training needed for the role. The manager will also regularly check in with all new members of staff for the first few months to ensure they are understanding and able to carry out their roles and responsibilities.