**3.1 Induction of employees and volunteers**

**Policy statement**

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

**Procedures**

* We have a written induction plan for all new staff, which includes the following:
* Introductions to all employees and volunteers [including management committee members].
* Familiarisation with the building, health and safety, and fire and evacuation procedures.
* Ensuring our policies and procedures are read and adhered to.
* Introduction to the parents, especially parents of allocated key children where appropriate.
* Familiarisation with confidential information in relation to any key children where applicable.
* Details of the tasks and daily routines to be completed.
* The induction period lasts a term for new employees and at least two weeks for volunteers depending on the circumstances. The manager inducts new employees and volunteers. The Nursery Coordinator inducts new managers.
* During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
* New staff shadow experienced staff until the role is fully understood and experience is gained enabling them to work independently.
* Successful completion of the induction forms part of the probationary period.
* Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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| This policy was adopted by | **Stepping Stones Play and Learn Group** |  |
| On | **10th September 2013** |  |
| Date to be reviewed | **Annually or where deemed necessary**  |  |
| Signed on behalf of the management committee | **Carol Nice** |
| Name of signatory | **Carol Nice** |
| Role of signatory (e.g. **chair,** director or owner) | **Chair** |
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| Date checked and updated when required. | Date to be reviewed. | Reviewed by | Date checked and updated when required. | Date to be reviewed. | Reviewed by |
| September 2014 | September 2015 |  |  |  |  |
| September 2015 | September 2016 |  |  |  |  |
| October 2016 | October 2017 | J Stephens |  |  |  |
| October 2017 | November 2018 | S Townsend |  |  |  |
| November 2019 | November 2020 | S Townsend |  |  |  |
| September 2020 | September 2021 | J Stephens |  |  |  |

**Further information**

* The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
* Recruiting Early Years Staff (2016)
* People Management in the Early Years (2016)

**Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

**Health**

Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.

**3.2 First aid**

**Policy statement**

We are/ able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

**Procedures**

*The first aid kit*

Our first aid kit is accessible at all times, it complies with the Health and Safety (first aid) Regulations 1981 and the British Standards regulations. It contains the following items:

* Triangular bandages (ideally at least one should be sterile) x 4.
* Sterile dressings:
* Small x 3.
* Medium x 3.
* Large 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, the following equipment is kept near to the first aid box:

* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* 1 plastic disposable apron.
* A children’s forehead ‘strip’ thermometer.
* A supply of ice is kept in the freezer.
* Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is; Donna McWilliams, Sue Townsend, Charlie Bush, Wendy Ratcliffe, Jenna McDermott, Sarah Harnett, Sharon Warr, Jade Stephens, Beth Carman, Carrie Oven and Maddison Hooper, Liz Taverner.
* The first aid box is easily accessible to adults and is kept out of the reach of children.
* There is a named person in the setting who is responsible for checking and replenishing the first aid box contents: **Sharon Warr.**
* Medication is only administered in line with our Administering Medicines policy.
* In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
* In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury or they have had a bang to the head. In which case we will contact the child’s parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
* An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
* Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
* Accidents and injuries are recorded in our accident record boo and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

**Legal framework**

* Health and Safety (First Aid) Regulations (1981)

**Further guidance**

* First Aid at Work: Your questions answered (HSE Revised 2015)
* Basic Advice on First Aid at Work (HSE Revised 2012)
* Guidance on First Aid for Schools (DfE Revised 2014)
* First Aid Management Record (Pre-school Learning Alliance 2016)
* Accident Record (Pre-school Learning Alliance 2017)
* Medication Administration Record (Pre-school Learning Alliance 2017)

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