

Induction/Training Development – Appraisal and Supervision Policy

Statement of Intent

Staff are our most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, well trained and motivated staff, a Club is better able to meet the diverse and complex needs of children within it's local community.

The club is committed to providing for staff:

- A full induction process
- A regular system of appraisals
- An up to date record of staff qualifications and training
- Staff files, which should include: certificates of qualifications, references, copy of signed contract and conditions of service, emergency contact details, past appraisals, training details, (it will be the responsibility of all employees to keep these records up to date)

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirement of the club.

Staff Inductions

New members of staff will be issued with a job description and a copy of the Club's policies and procedures, which must be signed and dated to acknowledge understanding and receipt of documents. Staff will also undergo an induction process during the first month of their employment and be assigned a mentor to help them settle in,

As part of the settling in period the Senior Play Worker will then do the following:

- Show new staff around the premises, pointing out all fire exits, toilets etc.
- Explain staff shifts, breaks and all aspects of the day-to-day management and running of the Club.
- Introduce the new member of staff to their colleagues, children and parent/carers where appropriate.
- Provide a staff handbook to all new employees. The member of staff will be required to sign a document to say that they have read the Club's handbook and understood the contents.
- Explain the Club's fire and emergency procedures, pointing out fire exits and relevant documents. Including documentation for record keeping.
- Explain Club's confidentiality clause and Data Protection information. Employees are expected not to discuss any matters or incidents that occur within the Club's setting with anyone other than a relevant fellow employee, or Voluntary Management Committee member.

- Provide information on wages, holiday pay entitlement and Unions.
- A mentor (member of staff) to shadow and see how the Club operates on a daily basis.

Staff Appraisal and Supervision

The main objective of the Club's appraisal and supervision system is to review employees' performance and potential and to identify suitable and appropriate training and development needs.

Appraisals will take the form of annual meetings between staff Senior Play Worker and Committee Staff Liaison. This will be an opportunity for reflecting on recent professional progress, as well, any targets set and issues raised during previous appraisals.

The appraisal and supervision process will be used to build up a personal development plan for each member of staff.

Personal Development Planning

Personal Development Planning is a continuous process to ensure that staff needs are both identified and are acted upon as they arise. It is joint responsibility of both the member of staff and the Senior Play Worker to source any requirements mentioned in previous appraisals and that all decisions are followed through.

A copy of this plan will be kept in staff's personal file, listing any training undertaken and additional skills gained whilst starting work at the club.

Training Opportunities

The club will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.

It is the responsibility of both staff and Senior Play Worker to identify and promote suitable training courses. Support will be given to help staff overcome any barriers to accessing such training. Staff will not suffer financially for any training that they are required to undertake. Training courses usually take place on a weekend; therefore if more than one member of staff is needed to attend this is not a problem.

All training course are sourced through North Yorkshire County Council – Extended Services, Training Directory, which is provided through SureStart.

Specific training courses in food hygiene, child protection, first aid, special educational needs, data protection and equal opportunities, health and safety are encouraged. Staff members must endeavour to attend such courses wherever possible and when necessary. It is necessary for staff to attend such courses so that the club can run safely and effectively and within the remits of the local guidelines set by Ofsted.

Staff meetings

There will be a monthly staff meeting where all staff members are expected to attend for problem solving, information sharing, gain any knowledge and acknowledging any work issues, which can be sorted at this level. These are also opportunities to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be an open and friendly forum for setting objectives for the club and keeping a friendly, happy working environment for all. Minutes are taken of these meetings and copies are

distributed to all staff once agreed, a master will be kept in the lockable filing cabinet for reference purposes.

Should a member of the Club's staff feel the need to have a one to one meeting then at any time they can request a meeting with the Senior Play Worker, Senior Voluntary Management Committee member or Staff Liaison Officer, if they do not wish to discuss in a group forum. By doing so they can discuss openly with the relevant member of staff more personal matters.

This is to enable staff to feel at ease with the working environment and hopefully feel a valued member of the team.

Any such meetings will only be recorded at the request of the employee and then kept on the personal employee's file to which they only have access if this is what the employee agrees to. Any such meeting that takes place will only feed into staff appraisals if relevant and appropriate.

Signed _____ **(Manager)** _____ **(Date)**

Signed _____ **(Chairperson)** _____ **(Date)**