

A young child with dark hair, wearing a red top and pink leggings, is sitting on a patterned chair. They are holding and reading a large, colorful book with illustrations of a sun, a tree, and a landscape. The background shows a library or play area with shelves of books and toys. The text is overlaid on this image.

Staff Induction Policy

Statement of intent

The Eduplay service is committed to ensuring that all new staff, students and volunteers is welcomed into the Eduplay, Health for All Enterprises CIC, Health for All the charity (HFA) and MFC teams. To ensure this we will:

- Provide an Eduplay induction pack containing a detailed job description and any relevant information about all the Eduplay services.
- Provide a tour of MFC, all other HFA buildings and mobile crèche venues. Tours will include where to sign in, and where staff facilities are located.
- Offer introductions to the Eduplay, MFC, and Health for All Enterprises CIC and HFA teams.
- Explain the fire evacuation procedure at MFC and mobile crèche venues ensuring location of exits have been identified.
- Provide a copy of the policy and procedures booklet in full and discuss all aspects of the confidentiality, Safeguarding Children and Young People and Health, Hygiene and Safety policies as appropriate. All staff, students and volunteers will be asked to sign and date the master copy to demonstrate their commitment in adopting these policies.
- Introduce new staff, students and volunteers to customers, professional partners, parents/carers and children.
- Assign an established member of the team to offer help and support throughout the first month as their mentor.
- Provide a supervision session at the end of the first month to establish how they have settled into their role. Thereafter at 3 monthly intervals with confirmation of post at 6 months if appropriate.