

# Twilight Hours After School Club

## Staff Induction and Development Plan

### Safeguarding

It is very important that we Safeguard the children at Twilight. Please read the relevant policies and discuss this with the Manager before or on your first night before spending time with the children.

Done..... Date..... Manager signature .....

.....

Training through discussion and demonstration with - .....

**Policies** - read through each policy then sign the form to confirm that you have read and understood them. Please raise any questions before signing.

### Introduction

Show (then tick and both initial)

- Fire exits and extinguishers
- First aid kit and spares (pouch if qualified)
- iPAL
- Emergency File
- Storage
- Toilets

### Clothing

Whatever you wear is up to you but please bear practicality in mind for your own safety and modesty.

This has been explained to me - ..... date .....

### Risk Assessments

Look through and discuss the file, these are in the Safety and Hygiene folder.

This has been shown to me and discussed- ..... date .....

### Breaks

A normal session does not incur the need for a break. A holiday session over 6 hours entitles the staff member to a break. If they are prepared to stay in the back 'on call' this will be paid and no extra staff required. If they prefer to leave the premises, it will be un-paid and another member of staff will be employed for at least an hour to cover this if necessary to meet ratios.

This has been explained to me - ..... date .....

### Tables

Demonstration. For Health and Safety reasons this method should be used to protect your back.

This has been demonstrated to me and I understand it is essential to follow the method shown

..... date .....

This policy was adopted by: <a href="#">Twilight Hours ASC</a>	Date: 13/06/2024	Policy No: <a href="#">SIDF 003</a>
To be reviewed:	Signed:	
Policy Name: <a href="#">Staff Induction and Development</a>	Signed:	

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### Spills

Liquid spills should be cleared up immediately with the 'spill cloth' (show) and if relevant a slippery floor sign (show) put over the spill.

Food spills should be swept up and discarded.

This has been explained to me - ..... date .....

### Bodily Fluids

Care should be taken when handling bodily fluids. We have a special powder in the filing cabinets (show) which can be used to absorb the spill - FOLLOW THE INSTRUCTIONS ON THE PACKET. If clearing vomit, please wear a face mask (show). All bodily fluids which cannot be flushed (eg plasters, blood-soaked swabs) must be double bagged (show) and put in the appropriate bin (show).

This has been explained to me - ..... date .....

### Snack Protocol

At Twilight Hours, we are dedicated to providing children with a family style, pleasant experience at snack time. With this in mind we try to ensure good manners are used and sharing is encouraged. When we are satisfied a table have eaten enough fruit, we release the whole table. Children who have taken food then have not eaten it will be asked to remain at the table for a short time after the others.

To ensure good hygiene children should wash their hands before and after snack.

To develop independence, the children serve themselves (with help if required) with drinks and clear away their pots afterwards.

This has been explained and demonstrated to me - ..... date .....

### Electronic gadgets

We have various electronics which the children are allowed to use for a set period of time. A timer is used to restrict the time and a list is compiled to try to ensure that everyone who wants a go gets a chance (show).

This has been explained to me - ..... date .....

### Daily Checklist

This is in place to ensure the safety of the children and to facilitate the smooth running of Twilight.

This has been explained to me - ..... date .....

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To help safeguard the children, they should only go to the toilet in small groups or even individually. Parents should not generally be allowed to the toilets. If there is an emergency that requires them to use the toilet (eg their younger child) then they can use the disabled toilet but must be accompanied by a member of staff who should remain outside the toilet and escort them back.

This has been explained to me - ..... date .....

### Kitchen Hygiene

We have very high standards of cleanliness in the kitchen. Please read and understand our Cleaning Schedule and Food Safety sheets. A checklist must be completed daily. (copies available to keep if required)

These have been read and understood by me - ..... date .....

### Collection of children

Again, the children's safety is our main priority. Children can only be collected by the persons named on their iPAL account. We only make an exception if the main carer has contacted us with an alternative arrangement.

Children must not open the door. Parents should be encouraged to wait in the Entrance Hall.

This has been explained to me - ..... date .....

### EYFS

Twilight has an obligation to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS). Please read through it and raise any questions.

This has been read and understood by me - ..... date .....

### Staff Communication

Wage Slips can be found in the agreed place at each setting (show) and should be removed regularly.

Information is sent to staff via Email, please ensure that it is only used by yourself and monitored regularly

I have been shown this and understand it is my responsibility to regularly check my emails (minimum once a day)

..... Date .....

### Accidents and Injuries

Existing injuries, injuries which happen at Twilight and incidents which we are concerned about are recorded immediately after they are dealt with on the iPAL system.

..... Date .....

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### Allergies

We accommodate many different allergies in our setting. The children with these are shown on our Allergy Awareness Sheet (show) and careful consideration given on the days they attend. Although we try to check ingredients at the time of purchase, please double check labels before serving food.

..... Date .....

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