



KidsVentures

The KidsVentures Wraparound Care & Camps Staff Induction and Development Policy

KidsVentures is fully committed to safeguarding and promoting the welfare of children and recognises that this is a shared responsibility across the whole organisation. The club ensures that all staff are suitable, trained, and competent to carry out their safeguarding responsibilities effectively.

KidsVentures is dedicated to creating a culture of vigilance where safeguarding is prioritised at all levels. Staff are expected to remain alert to potential concerns and are supported to exercise professional curiosity. The club promotes an open and transparent environment in which all staff feel confident to raise concerns about children's welfare or the conduct of colleagues, in line with safeguarding procedures and whistleblowing policy.

The club recognises that staff who are well-supported and appropriately trained are essential to maintaining effective safeguarding practice. Therefore, all new staff are required to complete a structured induction process, which is in line with safer recruitment and safeguarding requirements. This induction ensures staff understand their roles and responsibilities in safeguarding, including policies, procedures, and expected standards of practice.

The induction programme is tailored to the individual role and includes essential safeguarding information to enable staff to recognise signs of abuse and neglect, respond appropriately, and report concerns in a timely manner.

All staff, including temporary and agency workers where applicable, are included in this safer induction process and receive ongoing guidance and support to ensure they remain confident and effective in fulfilling their safeguarding duties.

INDUCTION PROGRAMME

The safer induction programme will be put in place once an applicant has formally accepted a conditional offer to work from KidsVentures. The detail and exact content of the induction programme will vary according to the seniority of the role; the individual needs of the new starter; as well as the role description. However, in the first week, all new starters will be introduced to their work colleagues; as well as meeting with their line manager and other relevant senior members of the management team, as appropriate.



KidsVentures

Each new member of staff at KidsVentures receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the **Policy Confirmation Slip** to confirm that they have read and understood the Club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Location of Club records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Club
- Explanation of the Club's obligation to comply with the Early Years Foundation Stage (EYFS)
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

DEVELOPMENT AND TRAINING

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club and the EYFS, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

We also keep an up-to-date record of staff qualifications and maintain a training development plan.

APPRAISALS AND REVIEWS

The manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The manager will hold quarterly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.



KidsVentures

TRAINING

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by their manager.

STAFF MEETINGS

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held every Friday.

This policy was adopted by: The Kids Ventures Ltd	Date: July 2026
To be reviewed: July 2027	Signed: Barbara Matthew

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.30 -3.33], Supervision of Staff [3.34 and 3.35]