

International British Theatre School

Staff Induction and Development Policy

Each new member of staff at the [International British Theatre School](#) receives a copy of all policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the [School'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, and when possible children and parents or carers
- Tour of the premises, including: identification of all fire exits and information about the emergency evacuation procedures; fire assembly points; location of first aid kit and fire safety equipment; outside play areas; collection points; the route from the collection points to the camp or club, and identification of any known hazards
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures
- Location of records and documentation, storage, toilets, and anything else relevant to their role
- Overview of all aspects of the day-to-day management and running of the club or camp
- Explanation of the [International British Theatre School's](#) obligation to comply with the Early Years Foundation Stage (EYFS) framework
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, and anything else relevant to their role

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of [International British Theatre School](#) and the EYFS framework, 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.

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 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. The time of staff meetings are dependent on each club or camp, but are usually held every [Wednesday at 16:10](#).

This policy was adopted by: the International British Theatre School	Date: 31.10.2024
To be reviewed: 31.10.2025	Signed: Ben Whiteside

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills [3.20 - 3.26].