**Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

Providers must ensure that all staff receive induction training to help

them understand their roles and responsibilities

**3.1 Induction of staff, volunteers and managers**

**Policy statement**

During induction, all staff, volunteers and managers are fully brief about our setting, families, policies and procedures, curriculum and daily practice.

**Procedures**

• Our written induction plan includes:

– Introductions to all staff and volunteers and management committee members where appropriate.

– Familiarisation with the building, health and safety, and fire and evacuation procedures.

– Ensuring our policies and procedures have been read and are carried out.

– Introduction to parents, especially parents of allocated key children.

– Familiarisation with confidential information where applicable in relation to any key children.

– Details of the tasks and daily routines to be completed.

• The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.

• During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

• Successful completion of the induction forms part of the probationary period.

**Other useful Pre-school Learning Alliance publications**

• Employee Handbook (2012)

• Recruiting Early Years Staff (2016)

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| **Policy approved and adopted by Hendreds Preschool Board of Trustees on 09-09-17** |
| **Signed on behalf of the provider** |  |
| **Name of signatory** | J Dimbylow |
| **Role of signatory** | Deputy Chair |
| **Reviewed**  | **Dated: Sep 2017** |
| **Reviewed**  | **Dated:** |