

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.



Induction of employees and volunteers

Policy statement

We provide an induction for all employees and volunteers in order to fully brief them about the pre-school, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Employees and volunteers will sign to say they have read our policies and procedures and will adhere to them.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- 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.
- Following induction, we continue to support our practitioners to deliver high quality performance through training and regular supervision and appraisal of their work.

Policy adopted on 9/1/23

Signed on behalf of Bagshot Pre-school Susan Michel

Role within the Pre-school Manager