

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)

Policy approved and adopted by LWPS Board of Trustees on 17 October 2016	
Signed on behalf of the provider	
Name of signatory	Jenny Caw
Role of signatory	Co-Chair
Reviewed February	Signed:  Dated: 20 Feb 2017
Reviewed June	Signed: Dated: