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.

2.3 Induction of employees and volunteers

Policy statement

Stowey Bears Pre-school provides a structured induction for all employees, agency staff, students and volunteers so that they understand the setting, the families we serve, their roles and responsibilities, our curriculum, daily practice, safeguarding arrangements, and the policies and procedures they must follow. This policy is intended to support compliance with the current Early Years Foundation Stage statutory framework for group and school-based providers in England, including the safeguarding and welfare requirements in force from September 2025 and the updates taking effect from September 2026.

Procedures

- We have a written induction plan for all new employees, agency staff, students and volunteers. The induction is proportionate to the person's role and includes the following:
  - Introductions to employees, volunteers, students, agency staff and committee members, including the manager, deputy and Designated Safeguarding Lead.
  - Familiarisation with the building, risk assessments, health and safety arrangements, fire safety, evacuation, lockdown and emergency procedures.
  - Safeguarding and child protection procedures, including how to recognise, respond to, record and report concerns about a child, an adult, poor practice or an allegation; how to contact the Designated Safeguarding Lead, local safeguarding partners, the Local Authority Designated Officer and Ofsted; and how to use the setting's whistleblowing procedure.
  - Confirmation that safer recruitment and suitability checks have been completed before the person works unsupervised or is counted in ratios, including identity, right to work, qualifications, references, enhanced DBS checks and any other checks required for the role.
  - Reading, understanding and agreeing to follow all relevant policies and procedures, including safeguarding, safer recruitment, whistleblowing, staff behaviour, code of conduct, confidentiality, data protection, attendance and child absence, health and safety, food safety, safer eating, intimate care, medication, complaints, behaviour and inclusion.
  - Introduction to families and key children where appropriate, while maintaining professional boundaries and confidentiality.
  - Familiarisation with relevant confidential information, individual care plans, allergies, dietary needs, medical needs, SEND support, safeguarding plans and permissions, only where this is necessary for the person's role.
  - Details of tasks, daily routines, supervision arrangements, record keeping, reporting lines, professional conduct, mobile phone and camera expectations, online safety and appropriate use of technology and screens.
  - Role-specific training requirements, including safeguarding, paediatric first aid where required, food hygiene where relevant, safer eating and choking prevention, medication, manual handling, infection control and any other training needed to keep children safe and well.

- The induction period normally lasts for six months and forms part of the probationary period. The manager inducts new employees, agency staff, students and volunteers. A member of the senior management team or committee inducts new managers.
- New starters must not have unsupervised access to children, be counted in staff:child ratios, or carry out regulated duties independently until all required suitability checks, references, training and manager approval are complete.
- During induction, the individual must demonstrate that they understand and can put into practice safeguarding procedures, whistleblowing arrangements, child absence procedures, confidentiality and data protection expectations, behaviour expectations, safer eating and intimate care procedures, and the setting's daily routines.
- The manager or designated mentor records induction progress, policy acknowledgements, training completed, supervision discussions and any actions required. Records are stored securely in line with data protection requirements and are made available to relevant regulators or safeguarding agencies when required.
- Any gaps in knowledge, conduct or practice identified during induction are addressed promptly through supervision, additional training, mentoring or, where necessary, capability, disciplinary or safeguarding procedures.
- Following induction, we continue to support staff and volunteers through regular supervision, appraisal, ongoing safeguarding updates, continuing professional development and annual policy review so that practice remains compliant with current legislation and statutory guidance.

This policy was adopted by	Stowey Bears Pre-school	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually and whenever statutory guidance changes	*(date)*
Signed on behalf of the provider	*Rachel Penny*	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)