

## 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 employees and volunteers

#### Policy statement

Stowey Bears Pre-school provide an induction for all employees and volunteers in order to fully brief them about the setting, 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, including management committee members.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - 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.
- The induction period lasts for six months. The manager inducts new employees and volunteers. A member of the senior management team 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.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by	Stowey Bears Pre-school	<i>(name of provider)</i>
On	31 <sup>st</sup> January 2020	<i>(date)</i>
Date to be reviewed	1 <sup>st</sup> February 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Zoe Hicks	
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)