

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

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

Our induction template has 5 set time periods in which we follow for induction. These are;

- Day One
- End of week 1
- End of Month 1
- End of Month 3
- End of Month 6

The template also has a 3 month review and a 6 month review. The 6 month review is in line with the end of the new staff member's probation period.

The induction process includes;

- Introductions to all staff and volunteers, including management committee members.
- Familiarisation with the building, health and safety and fire procedures. Ensuring our policies and procedures have been read and are carried out. Introduction to parents, especially parents of allocated key children where appropriate. Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.
- Being shown how to use Tapestry to complete observations on key children.
- Being shown how to complete planning for key group.

For further information on our induction process please ask to see the induction template which outlines this fully.

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.

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____