

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.

2.2 Induction of staff, volunteers and managers

Policy statement

We provide a comprehensive induction for all new 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. Induction covers all operational policies, and in particular, our Child Protection (Safeguarding Children) Policy, other policies, procedures, contracts and a mentoring system.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising 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.
- The induction period lasts 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.

Rainbow Pre School Policies – Employment	Last reviewed on : 17/04/2018
Induction of staff, volunteers & managers	Page 1 of 2

- 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 at a meeting of	Rainbow Pre School
Held on	17/04/18
Date to be reviewed	During 2020/21
Signed on behalf of the management committee	
Name of signatories	Lisa Brown & Lucy Willoughby
Role of signatories (e.g. chair/owner)	Co Chair

Other useful Pre-school Learning Alliance publications

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