

### **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**

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, 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 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 initial induction period lasts at least two weeks. The manager inducts new staff and volunteers.
- During the twelve week probationary period, the individual must demonstrate understanding of and compliance with policies and procedures. To assess how much progress an inductee is making, the manager and deputy mentors the inductee.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of	Chiddingfold Village Nursery (name of provider)
Held in	February 2015
Date to be reviewed	February 2016
Signed on behalf of the management committee	
Name of signatory	Caroline Doherty
Role of signatory (e.g. chair/owner)	Chair

**Other useful Pre-school Learning Alliance publications;** Employee Handbook (2012), Recruiting and Managing Employees (2011)