

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.



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.

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 where appropriate.
 - Familiarising with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising 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 between two to six weeks, depending on the number of hours worked. 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.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2016)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)

This policy was adopted at a meeting of Langham Pre-School held on **21st May 2018**

Signed on behalf of the Management Committee:-

----- ***Chairperson Nahida De Leon*** Date -----

----- ***Acting Manager Alison Plumb*** Date -----

Date to be reviewed: **May 2020**