

## 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.

# Staff Qualifications, Training, Support and Skills

## 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.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring familiarity with our policies and procedures and ensuring they 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 manager inducts new staff and volunteers. The Manager or the Chair 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	Tiptree Preschool Playgroup	name of setting
Held on	<u>23<sup>rd</sup> October 2019</u>	(date)
Date to be reviewed	<u>October 2020</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Debbie Ager</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	