

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receives induction training to help them understand their roles and responsibilities.

3.1 Induction of staff, volunteers and managers (January 2018)

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
 - Familiarisation with the building, health and safety and 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
 - Familiarisation with confidential information where applicable in relation to any key children
 - Details of the tasks and daily routines to be completed
- The induction period for staff lasts for 2 weeks and for volunteers for one week.
- The induction process is carried out by the Manager, the Team Leader or the Administration Manager.
- 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.