

## 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 employees and volunteers

#### Policy statement

I provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

#### Procedures

- I have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager/owner inducts new employees and volunteers.
- 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, I continue to support my staff to deliver high quality performance through regular supervision and appraisal of their work.
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This policy was adopted by	Pewsey Preschool	<i>(name of provider)</i>
On	August 2017	<i>(date)</i>
Date to be reviewed	August 2018	<i>(date)</i>
Signed on behalf of the provider	N/A	
Name of signatory	Karen Carmichael	
Role of signatory (e.g. chair, director or owner)	Owner/Manager	