

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 Employees and Volunteers

Policy statement

We 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

- We have a written induction plan for all new staff, which includes the following:
 - Safeguarding and Child Protection
 - Introductions to all employees
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Familiarisation with our Employment handbook.
 - Details of our Pension scheme, Health and Wellbeing Scheme from outsourced companies.
 - 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.
 - Their individualised job descriptions.
- The induction periods lasts at least two weeks. The manager and Deputy inducts new employees and volunteers. A member of the directors 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.