

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.

MARSHALSWICK PRE-SCHOOL

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 Marshalswick Pre School, 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;
 - Familiarising with the building, health and safety, 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.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and undergo any relevant training required.

This policy was adopted on

Date to be reviewed

Signed on behalf of the management

Name of signatory

Role of signatory (Deputy)
