

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 staff, volunteers and managers

Policy statement

At Pear Tree Nursery we provide an induction for all staff, apprentices, students, 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 committee members where appropriate.
 - Familiarising 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.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed for each of the rooms
 - Safeguarding level 1 online is to be completed before working with children as well as training on our in-house safeguarding procedures and forms we use
 - Completion of all contact forms, disqualification by association form and suitability check to complete
 - DBS to be applied for, and encouraged to sign up to the update service
 - Booked onto first aid training, and is to be completed within the first 3 months of employment.
- The induction period lasts at least two weeks. The manager inducts new staff, students and volunteers. The chairperson 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	Pear Tree Nursery	<i>(name of provider)</i>
Held on	01.09.2018	<i>(date)</i>
Date to be reviewed	01.09.2019	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)