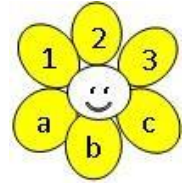


Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

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

North Leigh Pre-school

22. 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 provide staff induction training in the first week of employment to help them understand their roles and responsibilities. This induction includes but is not limited to our:
 - Health and Safety Policy: 1) Risk Assessment, 2) General Standards, 3) Health & Safety in the Workplace, 4) Fire Safety & Emergency Evacuation and 5) Food Hygiene
 - Safeguarding Children and Child Protection Policy
 - Valuing Diversity and Promoting Equality Policy
 - Confidentiality and Information Sharing Policy
 - Emergency Evacuation Procedure
 - Other policies and procedures will be introduced within our induction plan.
- All new permanent members of staff are required to undertake the following courses as part of their induction training:
 - Approved CIEH Level 1 Health and Safety in the Workplace eLearning Course.
 - Approved CIEH Level 2 Food Safety in Catering Course.
- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers including management committee members.
 - 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 inducts new employees and volunteers. A member of the senior management team 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.

This policy was adopted by North Leigh Pre-school management committee

Signed on behalf of the provider

Chairperson – Mrs. E. Cookson

Date...7th June, 2021