

## **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**

We provide an induction for all staff, 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.
  - 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.
- The initial induction period lasts at least two weeks. The entire process is 6 months. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate an 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	Fountain Montessori Pre-school	(name of provider)
Held on	12/10/2021	(date)
Date to be reviewed	11/10/2022	(date)
Signed on behalf of the management committee	Priscilla Chen-Chandler	
Name of signatory	Arike Aiyetigbo	
Role of signatory (e.g. chair/owner)	Owner	

#### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2012)

- Recruiting and Managing Employees (2011)