

Staff Qualifications, Training, Support and Skills

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 where appropriate.
 - Familiarising with the building, health and safety and fire 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 induction period lasts 7 weeks. The supervisor inducts new staff and volunteers. The chairperson inducts new supervisors.
- 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 3-month probationary period.

Guidance

- Guidance for Safer Working Practices for Adults who work with Children & Young People in Education Settings (2009)
- Safeguarding Children & Safer Recruitment in Education (2007)
- Children's Act 2004 Section II

Other useful Pre-school Learning Alliance publications

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

Authorisation & Review

This policy was adopted at a meeting of	Wroughton Preschool
Held on	_____
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chairperson