

# SAFEGUARDING & WELFARE REQUIREMENT: STAFF QUALIFICATIONS, TRAINING, SUPPORT & SKILLS

## 3.1 Induction of Employees and Volunteers



### Policy Statement

St John's Playtime Pre-school provides an induction for all employees and volunteers in order to fully brief them about our 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.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures have been read and adhered to.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarisation 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 at least two weeks. The Manager inducts new staff and volunteers. The committee 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 trial period.
- Following induction we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- Notice periods (by employer or employee) can be found in the employees contract of agreement.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on: April 2023**

**This policy will be reviewed again on: April 2024**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory:** Lisa Calver 

**Role of Signatory:** Committee Chairperson