

# **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.
- All staff and volunteers who work more than occasionally with the children have enhanced DBS disclosure checks.
- All staff and volunteers working with children have appropriate training, skills, and knowledge.
- All staff, students and volunteers are deployed in accordance with the procedures.
- There is a complaints procedure and staff, and volunteers know how to complain and who they complain to.
- There is a whistleblowing procedure for all staff, students and volunteers to raise any concerns they may have.
- Ofsted are notified of staff changes or changes to the setting's name or address.
- Parents are involved with their children's learning and their views are considered.

- **Legal references**

- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006

- **Further guidance**

- [Recruiting Early Years Staff](#) (Alliance Publication)
- [People Management in the Early Years](#) (Alliance Publication)

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:     **May 2024**

This policy will be reviewed again on:     **May 2025**

Signed on behalf of the Management committee and provider:

Name of Signatory:             **Julia Rael**



Role of Signatory:             **Committee Chairperson**