

## **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**

At Trinket Box, 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 is phased and includes the following:
  - Introductions to all staff and volunteers, including management committee members (committee - not always in person at that time).
  - More detailed introduction to new staff members mentor.
  - Familiarising with the building, health and safety, fire and evacuation procedures.
  - Ensuring our policies and procedures have been read and are carried out. Key policies such as safeguarding, equal opportunities, food hygiene are re-iterated and a staff induction pack is given to each new staff member. Staff are also given a safeguarding leaflet to help them to identify possible signs of abuse and neglect at the earliest opportunity.
  - 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 up to six months with regular meetings to ensure that the new staff member is working appropriately within the setting. The manager/deputy inducts new staff and volunteers. The 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 probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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

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

**\*This policy is approved by the Committee and reviewed annually\***