



Staff Qualifications, Training, Support and Skills

Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills

Abbots Langley Pre-School 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 Pre-School, 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 members.
 - 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.

Abbots Langley Pre-School – Induction of Staff, Volunteers and Managers Policy

- 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 two weeks. The Pre-School owner or leader inducts new staff and volunteers. The Pre-School owner 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 was adopted at a meeting of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre-School Owner