



## **Staff Qualifications, Training, Support and Skills**

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

North Bushey Pre-school must ensure that all staff receives 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.
  - 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.

## ***North Bushey Pre-School – Induction of staff, volunteers and managers***

- Following induction, [we/I] continue to support [our/my] staff to deliver high quality performance through regular supervision and appraisal of their work.

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

- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)

This Policy was adopted at a meeting of North Bushey Preschool held on	MAY 2019
Date to be reviewed	MAY 2021 OR SOONER IF CHANGES ARE REQUIRED
Provider	PRE-SCHOOL OWNER