

## 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.



## Busy Bee Preschool Millbrook

### 2.3 Induction of employees and volunteers

#### Policy statement

Busy Bee Millbrook provide's an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures,safeguarding,our aims, curriculum,daily practice etc.

#### Procedures

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts for 3 months, the manager inducts new employees and volunteers and a mentor is allocated.
- A employee handbook and uniform
- 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 will continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by	Busy Bee preschool Millbrook	<i>(name of provider)</i>
On	21 <sup>st</sup> March 2019	<i>(date)</i>
Date to be reviewed	21 <sup>st</sup> March 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	L Floyd	
Role of signatory (e.g. chair, director or owner)	Manager/owner	

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

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