

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



Millbrook Busy Bees

Employment

2.4 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 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, including management.
 - Familiarising with the building, health and safety and evacuation procedures.
 - Ensuring our policies and procedures have been read and are carried out, with special reference to child protection and safeguarding, equality, health and safety, mobile phones and cameras, and whistle blowing .
 - 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 three months The manager, supervisor and specified mentor induct new staff.
- 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.
- We explain to new staff how personal records are kept securely on the preschool computer in a secure. Personal folder.

This policy was adopted at a meeting of	Millbrook Busy Bee	name of setting
	Preschool	
Held on	<hr/>	
	31/03/2018	
Date to be reviewed	<hr/>	
	31/03/2019	
	<hr/>	
	Lisa Floyd owner	
Name and role of signatory	<hr/>	
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