

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.

Induction of employees and volunteers

This policy was adopted by the St George's Board of Directors held on

Date: 29 MARCH 2021

Role of Signatory: CHAIRMAN

Date of Next Review: MARCH 2022

Signed on behalf of St George's: 

Name of Signatory: NORMAN COONEY

Policy statement

We provide an induction for all employees and volunteers 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 employees and.
 - 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 at least two weeks. The Childcare Manager/Deputy starts the induction. This is then handed to a Senior Childcare Leader who completes the induction for staff assigned to a room. Support staff's induction is completed by Childcare Managers/ Deputy. A member of the senior management team inducts new managers. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- The Deputy Manager inducts all volunteers.
- Successful completion of the induction forms part of the 3-month probationary period.

- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- We have an open door policy and continue to offer support.
- All new staff receive a detailed handbook.