



Little Herons Pre-School

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.

3.0 Staff Qualifications, Training, Support and Skills

3.1 Induction of employees and volunteers

Policy statement

Little Herons Pre-School provides an induction for all employees and volunteers 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 in the Staff Handbook for all new staff, which includes the following:
 - Introductions to all staff including supply employees, volunteers and management.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - 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.

