



# 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.



- |                           |                           |
|---------------------------|---------------------------|
| <b>Signed:</b>            | <b>Head teacher</b>       |
| <b>Signed:</b>            | <b>Chair of Governors</b> |
| <b>Date Approved:</b>     | <b>February 2024</b>      |
| <b>To be reviewed in:</b> | <b>September 2024</b>     |