



Little Herons Nursery

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 Nursery provides an induction for all employees and volunteers in order to fully brief them about the Nursery, 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.



Little Herons Nursery

- The induction period lasts two weeks. The Manager and/or Deputy, induct new staff and volunteers. The Registered provider and the next most senior member of staff, for example the Deputy inducts new Managers.
- 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 continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.
- Supply/bank staff are never left unsupervised with children.
- The Trust also operates a formal probation period of six months with reviews held at both 3 months and 6 months. These reviews are conducted by either the Nursery Manager or Head teacher.

Signed:  **Head teacher**

Signed: G Slocombe. **Chair of Governors**

Date Approved: **September 2024**

To be reviewed in: **September 2025**