

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.



3.1 Induction of employees and volunteers

Policy statement

We provide an induction for all employees and volunteers to fully brief them about our setting, the families we serve, our policies and procedures, curriculum, and daily practice.

Procedures

- We have a written induction plan for all new employees and volunteers which includes:
 - Introductions to all staff
 - Familiarising with the building, health and safety, fire, and emergency evacuation procedures
 - Ensuring our policies and procedures are 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
- The induction period lasts at least two weeks. The owner, manager and Room Leaders are involved in the induction process of new staff and volunteers.
- 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.

This policy was adopted by	Jolly Tots Preschool Nursery	(name of provider)
on	1 st September 2025	(date)
Date to be reviewed	September 2026	(date)
Signed on behalf of the management		
Name of signatory	Lee Davison	
Role of signatory (e.g., chair/owner)	Manager	

Other useful Pre-school Learning Alliance publications

- New Early Years Employee Handbook (2019)
- Recruiting and Managing Employees (2011)
- Recruiting Early Years staff (2016)