



## 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.

## 11. Induction of employees and volunteers

### Ducklings pre-school policy statement

We provide 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 for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including parent management committee members.
  - Familiarising with the building, health and safety, fire and 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 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 supervisor inducts new employees and volunteers. The chairperson inducts new supervisors.
- 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 induction of employees and volunteers policy was adopted by	NGCA Ducklings pre-school
On	27 <sup>th</sup> March 2023
Date to be reviewed	26 <sup>th</sup> March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson