

## **Aclet Close Nursery 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.

## **Induction of staff and volunteers**

### **Policy statement**

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, 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
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures have been read/understood and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarisation 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 Head Teacher/Deputy inducts new staff and volunteers. The Chair of Governors inducts new Head Teachers.
- 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.

**Policy adopted: October 2019**

**Date reviewed: October 2020/October 2021/ September 2022/December 2023**

**Date of next review: December 2024**