

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, volunteers and leaders

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, including leaders
 - 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/Carers, especially Parents/Carers 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 Co-Head Teachers 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.

Date reviewed: February 2026

Date of next review: February 2027