

Felixstowe 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 managers

Statement:- We provide all our staff, managers, volunteers and relief staff with an induction in order for them to be aware of the settings policies and procedures, curriculum, the families we serve and daily routines and activities

Procedures

Our induction plan for new staff and volunteers includes the following:-

- Introduction to all staff both regular, supply, volunteers and committee members.
- Familiarisation with the layout of the building, where fire exits and extinguishers are.
- Ensuring policies and procedures are read and understood so can be put into practice.
- Familiarisation with confidential information if applicable and concerning their key children. Ensure they are confident with their role as a key person and how to complete the Learning Journeys. Provide assistance by allocating them a mentor if required until confident in all aspects.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Ensure regular staff support them by assisting them as necessary.
- Details of daily routines and tasks.
- The induction period lasts for a period of 2 to 4 weeks. The induction of staff is carried out by the manager or deputy manager in the manager's absence. The chair person would provide induction for new managers.
- During the induction period the new member must show an understanding of the settings policies, procedures, routines and activities and demonstrate compliance with them
- Successful completion of the induction is part of the probationary period.
- If a member of staff demonstrates they need assistance for a longer period of time their needs would be met accordingly and then reviewed weekly.
- Successful completion of the induction forms part of the probationary period.
- Following induction, [we/I] continue to support [our/my] staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....