



## **3.0 STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS**

### **3.1 INDUCTION OF EMPLOYEES AND VOLUNTEERS**

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#### **Policy statement**

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

#### **Procedures**

Leaders provide induction training for all new staff, which includes the following:

- Introduction to all employees and volunteers.
- New practitioners are assigned a mentor from existing staff, for guidance in daily matters.
- Familiarisation with the building, and instruction on health, safety, and fire and evacuation procedures.
- Ensuring our policies and procedures are read, understood, adhered to, and signed.
- Introduction to the parents, especially parents of allocated key children where appropriate.
- Familiarisation with confidential information in relation to any key children.
- Details of the job description and daily timetable.
- 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.