

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

#### 3.1 INDUCTION OF EMPLOYEES AND VOLUNTEERS

Written by: Claire Toms and Tina Alder Date: 25.5.20

##### ****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.