



# GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

Tel: 0774 9869688 (during session time only)

Email address: [greatlinfordvillagepreschool@hotmail.co.uk](mailto:greatlinfordvillagepreschool@hotmail.co.uk)



## **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.

### **3.1 Induction of employees and volunteers**

#### **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**

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers [including management committee members].
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team inducts new managers. 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.

This policy was adopted at a meeting of \_\_\_\_\_ Great Linford Village Pre-school name of setting



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Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chair/owner)

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