Safeguarding and Welfare Requirement:

Staff Qualifications, Training, Support and Skills

3.1 Induction of staff, volunteers and managers

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, committee and volunteers where appropriate.
  - Information on the setting.
  - Familiarising with the building, health and safety, fire and evacuation procedures.
  - Ensuring our policies and procedures have been read and are followed.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarising them with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
- The induction period can last up to six months. The Manager inducts new staff and volunteers. The chairperson or member of the management team inducts new Managers.
- During the induction period the individual must demonstrate understanding of and compliance of policies and procedures, tasks and routines. This is monitored via staff supervisions.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017.

To be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**