



Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills

3.1 Induction of staff, volunteers and managers

Policy statement

We provide an extensive induction for all staff, regular 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 and volunteers.
 - Reading and understanding safeguarding policy practice at the preschool
 - Familiarising with the building, health and safety, fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - 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 lasts at least four weeks. The manager/deputy manager inducts new staff and volunteers. The chairperson or owner 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.



Orpington Montessori Preschool



Other useful Pre-school publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2016)

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.