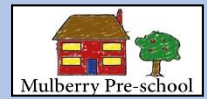


**Safeguarding and Welfare Requirement:
Staff Qualifications, Training, Support and Skills
3.1 Induction of employees and volunteers**



3.1 Induction of employees and volunteers

Policy statement

Mulberry Pre-School provides 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, volunteers and 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 Room Manager inducts new employees and volunteers. The Pre-School Manager 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 by:	Mulberry Pre-School
On (date):	1 September 2020
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	Georgina Stevens
Role of signatory:	Chair