



*Safeguarding and Welfare Requirements: Staff Qualifications, Training, Support and Skills  
Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.*

## S6 Induction of Staff, Volunteers and Managers

### Policy Statement

Cabin Pre-school provides induction for all staff, volunteers and managers in order to fully brief them about our 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, including management committee members where appropriate.
  - ~ Familiarising with the building, health and safety, and 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.
  - ~ To also include a staff suitability Declaration, which will be signed at the induction and again annually at appraisals.
- The induction period lasts at least six months. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. They must sign a declaration of understanding.
- Successful completion of the induction forms part of the probationary period.
- During the induction all staff working longer than a 4 week period, and over the age of 18 will complete an e-course on Safeguarding.
- At the end of the induction process the member of staff will have a full appraisal and review of training needs.

This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	14/02/2017
Signed on behalf of the Management Committee	H Baker
Role of Signatory (e.g Chairperson/owner)	Trustee/Treasurer
Review Date	14/02/2018