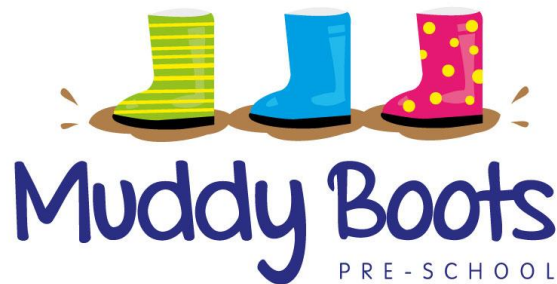


Muddy Boots Pre-School

**Staff Qualifications, Training, Support
and Skills –**

**3.1 Induction of staff, volunteers and
managers**



Staff Qualifications, Training, Support and Skills

Induction of staff, volunteers and managers

Policy Statement

We provide an induction for all staff, volunteers and managers in order to fully brief them into the setting.

Procedures

- We have a written induction plan for all staff, which includes the following:
 - Introductions to all staff and volunteers, including management and committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and carried out. Special focus to be given to Safeguarding, SEND policies and the SEND toolkit.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising them with confidential information where applicable in relation to key children.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. 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.
- Successful completion of the induction forms part of the probationary period.