




### 3.1 Induction of Staff, Volunteers and Managers Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

#### Reviews and Approvals

<b>Policy adopted:</b>	15 September 2009 by Windmill Under 5s Management Committee	
<b>It was last reviewed:</b>	19 March 2021	
<b>It will be reviewed:</b>	Spring Term (February) 2022	
<b>Signed &amp; dated:</b>	 11/6/21	Natasha Kann – Chairperson on behalf of the Management Committee

## **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

### **3.1 Induction of Staff, Volunteers and Managers**

#### **Policy Statement**

Windmill Under 5s Preschool provides an induction for all employees and volunteers in order to fully brief them about Windmills, the families we serve, our policies and procedures, curriculum and daily practice.

#### **Procedures**

- Windmills has a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including Management Committee members, where appropriate.
  - Introduction to parents/carers, especially parents/carers of allocated key children where appropriate.
  - Familiarisation with the building, Health and Safety and Fire Evacuation Procedures.
  - Familiarisation with the Safeguarding and Child Protection Policy, Health and Safety Policy and Information Sharing Policy as a priority. Staff and volunteers will be required to read all our remaining policies as well as the Employee Handbook to understand their roles and responsibilities. They are then required to sign the induction form to confirm they have done so.
  - Familiarisation with confidential information in relation to any key children.
  - Details of the tasks and daily routines to be completed.
  - Familiarisation with how we undertake the children's Learning Journeys on Tapestry whilst they are with us, including any other paperwork that will be required to be kept up to date.
  - Familiarisation with the Early Years Foundation Stage Curriculum and how we as a preschool meet our requirements.
  - Staff and volunteers are required to complete the Early Years Alliance Educare online course 'Effective Safeguarding Practice' and 'The Prevent Duty in Early Years Environment'.
  - Management Committee members are required to complete the Early Years Alliance Educare online course 'The Role of Trustees in Delivering the EYFS', 'Effective Safeguarding Practice' and 'The Prevent Duty in Early Years Environment'.

- The induction period lasts two weeks. The Preschool Manager inducts new staff and volunteers. The Chairperson inducts new Preschool Managers. The Chairperson and existing Management Committee members induct new Management Committee members.
- 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 3 month probationary period.
- Following the induction, we will continue to support staff to deliver high quality performance through regular supervision and appraisal of their work.

For further information about our staff ratios, or requirements for student placements, please refer to our Staff Ratios Policy and Student Placement Policy. Staff can also refer to their Employee Handbook.