

# Cranford

## Staff Qualifications, Training, Support and skills

### Policy statement

#### Induction of staff, volunteers and managers

We provide for all staff 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 staff, volunteers, managers
- Familiarise 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.
- Familiarise them with confidential information where applicable in relation to key children.
- Details of tasks and daily routines
- Successful completion of the induction forms part of the probationary period.

This policy was adopted by F. Harcourt 15/8/18

Review: Aug 2019