

## 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

We provide 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 staff and volunteers, including management committee members.
  - 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.

The induction period is ongoing until the Playgroup Manager is satisfied with progress. The Playgroup Manager inducts new staff and volunteers. During the induction period we explain that:

- accessing personal information regarding any staff member, child or their families is confined to those who are specifically required to do so in the course of their professional duties and with the knowledge of the Management Committee, notwithstanding the rights of parents and carers.
- staff have an obligation to report to the Management Committee actual or suspected misuse of information or inappropriate disclosure. The Playgroup regards breaches of confidentiality as a disciplinary offence which, if established, will result in the appropriate sanctions being applied and may warrant dismissal.
- all staff members have an obligation to ensure that personal information concerning children and their families or staff is secured against loss, misuse or unauthorised access.

- any issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with the recruitment process.
- Line Managers will not make known any personal or financial details about staff learnt in the course of their duties.
- all contracts of employment will include a clause relating to the maintenance of confidentiality and the use and misuse of personal information.
- staff members will not discuss confidential information about informal or formal grievance procedures either with people connected to the Playgroup or those outside.
- gossip about colleagues is incompatible with the ethos of a caring work environment where everyone is valued for their individuality and talents. Neither is it appropriate when it relates to children and their families.

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.

#### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	15 <sup>th</sup> July 2009
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	K. Heath
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
05/01/12	V. Whybrew	Chairperson	
19/06/12	B. Angel	Chairperson	
28.02.13	B. Angel	Chairperson	
31.01.15	C. Carstairs	Treasurer	
10.12.16	A Andrade	Chair	
02.12.17	J. Tanner	Chair	
16.12.18	J. Stephens	Chairperson	
09.01.2020	J. Stephens	Chairperson	
15.12.2020	J. Stephens	Chairperson	