**Staff Induction and Training**

**Policy**

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that all our staff and volunteers are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

We always aim to provide good quality care and employ experienced and qualified staff. In order to ensure we maintain our standards we offer all new employees a staff induction programme.

**Training and staff development**

* Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People’s Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People’s Workforce or an equivalent or higher qualification.
* We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
* We support the work of our staff by holding regular supervision meetings and appraisals.
* We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
* Continuous training will be encouraged to ensure that all our staff grow personally and develop their skill base. It is the Manager’s responsibility to make staff aware of any training courses and also to ensure that all staff attend certain compulsory courses such as First Aid etc.

**Induction**

* 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.
* We have a written induction plan in form of a Welcome Pack for all new staff, which includes the following:

- Introductions to all employees and volunteers.

- Familiarisation with the building, health and safety, and fire and evacuation procedures.

- Ensuring our policies and procedures are read and adhered to.

- Introduction to the parents, especially parents of allocated key children where appropriate.

- Familiarisation with confidential information in relation to any key children where applicable.

- Details of the tasks and daily routines to be completed.

* The induction period lasts at least one month, depending on the amount of hours worked each week.
* The manager will induct new employees and volunteers. The Owner 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.
* Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner