



STANDARD 3 – **STAFF QUALIFICATIONS, TRAINING, SUPPORT & SKILLS**

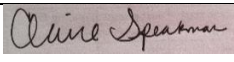
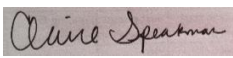
EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

Standard 3.1 Induction of staff, volunteers and managers

We provide an induction for all staff, volunteers and managers in order to fully brief them about our setting, the families we serve, our policies and procedures, curriculum and daily practice. Our induction forms part of our probationary period.

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - History and general information about our setting.
 - Familiarising with the building, toilets, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and any questions asked.
 - An introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarisation of general and confidential information in relation to children-learning journals, accident records, medication records/where medicine is kept, incident book, registers, allergies
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least six weeks. The manager inducts new staff and volunteers. The chairperson 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.

This policy was adopted by	Horsted Keynes Preschool
On	1 st August 2017
Reviewed 1 st Aug 2018	C. Humphreys. 
Reviewed 1 st Aug 2019	
Reviewed 1 st Aug 2020	
Reviewed 1 st Aug 2021	
Reviewed 1 st Aug 2022	
Signed on behalf of the provider	C. Humphreys.
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	

Name of Counter signatory	Claire Speakman
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