



# Bowes Pre-School & Holiday Club

## 3.1 Staff development & Training Policy

### **Safeguarding and Welfare requirement: Staff qualifications, training, support and skills**

Bowes Pre-school must ensure that all staff receive induction training to help them understand their roles and responsibilities.

Bowes Pre-school provides an induction 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 handbook which will be given to all new members of staff. We will also, during their induction period, discuss the following:
  - Introductions to all staff and volunteers, including management committee members where appropriate
  - 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 lasts at least two weeks. The Manager inducts new staff and volunteers. The Chairperson will induct 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

### **Further guidance**

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

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ..... (Chairperson)

Print Name: ..... Date: .....

Signed:- ..... (Manager)

Print Name: ..... Date: .....

Review date: .....