

## SECTION 2

### General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment and staffing

### 2.2 Induction of staff, volunteers and managers

#### Policy Statement

We provide 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.

#### EYFS key themes and commitments

1.3 Keeping safe

2.4 Key person

3.2 Supporting every  
child

#### 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 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 manager or senior staff member inducts new staff and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

This policy was adopted by

Young Discoverers

On

10<sup>th</sup> July 2012 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager