

# Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

## Induction of employees and volunteers

### Policy statement

Ready Steady Grow Pre-School is committed to ensuring that all new staff, students, apprentices and volunteers receive a high-quality, structured induction so they can carry out their roles confidently, safely and in line with our ethos, the EYFS and current safeguarding legislation.

A thorough induction supports consistency of practice, protects children, and ensures compliance with legal and Ofsted requirements. No staff member or volunteer is permitted to work unsupervised with children until the full induction process, DBS, and suitability checks are complete.

### Aims of the Induction Process

Our induction process ensures that all new staff and volunteers:

- Understand their roles and responsibilities.
- Know how to safeguard and protect children.
- Understand the curriculum, pedagogy, routines and expectations of our setting.
- Work in accordance with all statutory guidance, policies and procedures.
- Can contribute to a safe, inclusive and high-quality learning environment for all children.

### Induction Procedures

We follow a structured induction plan for all new staff and volunteers, including temporary, agency and supply staff.

Before Starting

The following checks must be completed before starting work:

- Enhanced DBS and barred list check (unless supervised volunteer with full risk assessment).
- Right to work in the UK.
- References and employment history checks.
- Health declaration.
- Verification of identity, qualifications and suitability.
- Risk assessments for anyone working before full clearance (rare and exceptional).

No one begins work without the Manager confirming their suitability.

### Induction Programme (Minimum Two Weeks)

The induction programme includes the following mandatory elements:

#### **A. Welcome and Introduction**

- Introductions to staff members, DSL team and key personnel.
- Tour of the setting and explanation of layout, routines and environment.
- Introduction to the children and families (including allocated key children where appropriate).

#### **B. Safeguarding and Child Protection**

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All staff and volunteers must receive safeguarding training on day one, including:

- Role and contact details of the Designated Safeguarding Lead (DSL) and deputies.
- Recognition of abuse, neglect, FGM, CCE/CE, online safety and Prevent Duty indicators.
- Reporting concerns: internal reporting flowchart and escalation routes (BSCP).
- Whistleblowing procedures.
- Code of Conduct and safer working practice (including use of mobile phones and social media).
- Low-level concerns procedure.

No individual may work with children unsupervised until they demonstrate full understanding of safeguarding procedures.

### **C. Health and Safety**

Induction covers:

- Fire safety and evacuation procedures.
- First aid arrangements and location of first aid kits.
- Accident/incident reporting.
- Risk assessments and safe supervision.
- Manual handling, COSHH where relevant.
- Infection control, illness procedures, allergy management and food safety.

### **D. Setting Policies and Procedures**

All new staff are required to read all policies and procedures.

Staff must sign a declaration to confirm they have read and understood these.

### **E. Curriculum, Pedagogy and Daily Practice**

Induction includes:

- Overview of the EYFS curriculum (2024/25) and setting planning approach.
- Observation, assessment and key person responsibilities.
- Characteristics of Effective Teaching and Learning.
- Play-based learning expectations and interactions.
- Inclusion, SEND support and the graduated approach.
- Expectations for behaviour guidance and emotional regulation.

### **F. Roles, Responsibilities and Routines**

All staff and volunteers receive guidance on:

- Their job description or volunteer role.
- Daily room routines and session structure.
- Supervision levels and conduct expectations.
- Use of resources and setting equipment.
- Procedures for toileting, hygiene and intimate care.

### **G. Professional Standards**

Induction includes:

- Code of conduct and professionalism.
- Dress code and communication expectations.
- Handling complaints and maintaining a professional boundary with parents.

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- Expectations around punctuality, reliability and teamwork.

### **Supervision During Induction**

- The Manager or Deputy is responsible for the induction.
- New staff/volunteers are closely supervised for a minimum of two weeks.
- Volunteers under 17 are always supervised and never counted in ratios.
- Supervision continues until competence and confidence are demonstrated.

### **Probation and Assessment**

- Successful completion of induction contributes to the probationary period.
- New staff are observed, supported and given feedback.
- Any training needs are identified early.
- If performance or conduct concerns arise, they are addressed promptly through supervision and support plans.

### **Ongoing Support After Induction**

Induction does not end after the initial period.

We continue to support staff through:

- Regular supervision meetings (minimum half-termly).
- Annual appraisals.
- Targeted professional development and training.
- Performance monitoring and reflective practice.

This ensures continuous improvement, high-quality provision and workforce wellbeing.

### **Policy Review**

This policy is reviewed annually or sooner if legislation, Ofsted requirements or local procedures change.