

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.

September 2026 statutory and local update

- This policy reflects the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers in force from 1 September 2026, Working Together to Safeguard Children 2026, and current Bromley Safeguarding Children Partnership (BSCP) procedures.
- Induction must ensure practitioners understand the setting's safeguarding policy and procedures, have up-to-date safeguarding knowledge, can recognise signs of abuse and neglect including in pre-verbal or non-verbal children, and know how to report and escalate concerns.

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:

- From 1 September 2026, the previous DBS regulated-activity "supervision exemption" for volunteers has been removed. Where a volunteer's role meets the legal definition of regulated activity with children, the setting must carry out the appropriate barred-list check even where the person is supervised.

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- Appropriate DBS and barred-list checks are completed according to the person's role and whether it constitutes regulated activity. Supervision must not be used as an exemption from a barred-list check where the role is regulated activity.
- Right to work in the UK.
- References and employment history checks.
- Health declaration.
- Verification of identity, qualifications and suitability.
- Where a person starts before a DBS certificate is available, this is exceptional, subject to a documented risk assessment and all other required checks, and the person must not have unsupervised access to children.

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

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.
- Current Bromley referral routes: the Children and Families Hub, LADO arrangements for allegations against adults, and the BSCP escalation procedure.
- Safeguarding training must cover the content required by the current EYFS, including recognising abuse and neglect, child exploitation, domestic abuse, online harm, radicalisation, FGM and other harmful practices, and the additional vulnerability of babies, young children and children with SEND.
- Staff are introduced to the setting's procedures on safer sleep, safer eating and weaning where relevant, screen use, mobile phones/cameras and other electronic devices, and the prohibition on childcare being provided where a banned dog breed is present.

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

C. Health and Safety

Induction covers:

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- 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.
- Current EYFS safer-sleep requirements and the setting's sleep-checking arrangements, where applicable.
- Safer eating and choking prevention, including individual dietary/allergy information, appropriate seating and supervision, and emergency response.

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.

- Staff and volunteers are specifically shown how to access the safeguarding, whistleblowing, allegations/low-level concerns, complaints, emergency, online safety/device, intimate care and information-sharing procedures relevant to their role.

E. Curriculum, Pedagogy and Daily Practice

Induction includes:

- Overview of the EYFS statutory framework and educational programmes in force from 1 September 2026, together with the setting's curriculum and 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.
- The setting's approach to screen use under the September 2026 EYFS requirements, including purposeful and limited use, adult co-engagement, age-appropriate content and safeguarding of images/data.

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.

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- Handling complaints and maintaining a professional boundary with parents.
- 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 appropriately supervised and are not counted in ratios unless the current EYFS expressly permits this for their role and age; the Manager must verify the applicable ratio rules.
- Supervision arrangements do not replace any DBS or barred-list check required because a volunteer or worker is carrying out regulated activity.
 - 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.
- Safeguarding knowledge is refreshed at least annually and whenever there are significant changes to EYFS, Working Together, Ofsted or Bromley safeguarding procedures. Leaders check that learning is understood and applied in practice.
 - Performance monitoring and reflective practice.

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

Bromley safeguarding contacts

- Bromley Children and Families Hub: referrals through the Children, Young People and Families Hub Portal; telephone 020 8461 7373 / 7379 (Monday-Friday, 8.30am-5pm); email CandFhub@bromley.gov.uk; out of hours 0300 303 8671; immediate danger 999.

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- Allegations about staff or volunteers that meet the LADO threshold must be reported immediately through Bromley's LADO arrangements/Hub Portal. Staff must not investigate the allegation, ask leading questions, promise confidentiality or discuss it with the accused person before appropriate advice is obtained.

Policy Review

This policy is reviewed annually, and sooner following changes to the EYFS, Working Together, Ofsted requirements, DBS legislation or Bromley safeguarding procedures, or following an incident or learning review.