

## 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

### 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

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

#### Procedures

- We have an induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers.
  - Familiarisation with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Familiarisation with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
  - Staff sign a confidentiality agreement.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)