



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

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

3.1 Induction of Employees and Volunteers

Policy statement

Impact Montessori provides a comprehensive induction for all new employees, volunteers, students, apprentices and other adults working within the setting, appropriate to their role and responsibilities.

We recognise that effective induction is essential to ensure that everyone working with children understands their responsibilities, the setting's expectations, safeguarding procedures, policies and procedures, and the standards of care, education and professional conduct expected at Impact Montessori.

Induction is designed to ensure that new staff and volunteers understand how to contribute to the safety, well-being, learning and development of children and how to work in partnership with parents, carers and other professionals.

No individual will be permitted to undertake duties for which they are not suitably checked, trained, competent or appropriately supervised.

Procedures

Before the individual starts

Before an employee or volunteer starts work, the manager will ensure that all required safer recruitment and suitability checks have been completed or that appropriate arrangements are in place in accordance with the setting's Safer Recruitment and Employment Policy.

This may include, as appropriate:

- verification of identity;
- verification of qualifications and relevant experience;
- employment references;
- right-to-work checks;
- Disclosure and Barring Service (DBS) checks appropriate to the role;
- barred-list checks where legally applicable;
- health or medical information required for the role;
- consideration of any relevant disqualification requirements;
- confirmation of required training or certificates; and

- any other checks required by legislation or the EYFS.

The level of checking will reflect the individual's role and the activities they will undertake. We do not assume that every volunteer, student or visitor requires the same level of DBS checking.

The setting will follow current DBS and safeguarding requirements, including changes to the rules governing regulated activity with children. GOV.UK

Induction plan

We maintain a written induction plan for every new employee and volunteer. The induction will be appropriate to the individual's role, previous experience, qualifications and level of responsibility.

The induction will include, as appropriate:

- introduction to the manager, designated safeguarding lead and other members of the team;
- introduction to colleagues and key personnel;
- familiarisation with the premises, including entrances, exits, toilets, changing areas, kitchen, outdoor areas and staff facilities;
- fire safety, emergency evacuation procedures and assembly points;
- health and safety procedures;
- first aid arrangements and the location of first aid equipment;
- safeguarding and child protection procedures;
- the identity and role of the designated safeguarding lead;
- procedures for reporting safeguarding concerns;
- procedures for responding to a disclosure by a child;
- allegations against staff, volunteers and other adults;
- whistleblowing procedures;
- confidentiality and data protection;
- information-sharing procedures;
- safer working practices and professional boundaries;
- behaviour and relationships expectations;
- equality, diversity, inclusion and anti-discriminatory practice;
- the setting's SEND arrangements;
- attendance, absence and punctuality procedures;
- the setting's arrangements for supervision and key person responsibilities;
- the curriculum, educational approach and daily routines;
- the needs, interests and development of the children attending;
- procedures for administering medication and managing health needs, where relevant;
- food hygiene, allergies and dietary requirements, where relevant;
- infection prevention and control;
- safer sleep arrangements, where relevant to the age of children attending;
- online safety and appropriate use of technology;
- use of mobile phones, cameras and personal devices;
- social media and professional conduct;
- recording and reporting requirements;
- collection and handover procedures;
- arrangements for outings and off-site activities;
- supervision arrangements for students and volunteers; and
- any specific responsibilities associated with the individual's role.

The induction must include information on **emergency evacuation procedures, safeguarding and child protection, and health and safety**, as required by the EYFS. GOV.UK Assets

Safeguarding induction

Safeguarding is everyone's responsibility.

All new employees and volunteers will receive safeguarding and child protection information appropriate to their role before they begin unsupervised work with children.

They will be expected to understand:

- how to recognise possible signs of abuse, neglect and other safeguarding concerns;
- how to respond to a child who makes a disclosure;
- who to report concerns to;
- how to record concerns accurately;
- the importance of timely information sharing;
- the setting's whistleblowing arrangements;
- procedures for concerns or allegations involving staff or other adults;
- the importance of professional curiosity;
- the importance of listening to children and taking their views seriously;
- the setting's expectations regarding professional boundaries; and
- their individual responsibility to act if they are concerned about a child's welfare.

Staff will be reminded that they must never assume that someone else will report a concern.

The setting's safeguarding induction reflects the current principle that safeguarding is a shared responsibility and that early years providers form part of the wider safeguarding system. GOV.UK+1

Professional conduct and safer working

During induction, employees and volunteers will be made aware of the setting's expectations regarding professional conduct and boundaries.

This includes:

- maintaining appropriate professional relationships with children, parents and colleagues;
- treating children with dignity and respect;
- never using humiliating, threatening or inappropriate language or behaviour;
- never using physical punishment;
- maintaining appropriate physical contact with children;
- maintaining appropriate confidentiality;
- never communicating with children through personal social media accounts;
- following the setting's mobile phone and photography procedures;
- using only approved systems to access or share information about children; and
- reporting any concern about another adult's behaviour in accordance with safeguarding procedures.

Children and families

New staff will be introduced to the children and families in a professional and appropriate manner.

Where an employee is allocated key person responsibilities, they will be provided with relevant information about the children for whom they have responsibility, including information about:

- individual needs and development;
- interests and strengths;
- communication needs;
- SEND;
- health and medical needs;
- allergies and dietary requirements;
- cultural and family background;
- safeguarding information that they need to know; and
- relevant care, support or learning plans.

Information will be shared on a need-to-know basis and handled in accordance with confidentiality and data protection requirements.

Curriculum and daily practice

Induction will include familiarisation with:

- the setting's educational programme and curriculum;
- the EYFS;
- planning and assessment arrangements;
- child development expectations;
- the setting's approach to play and learning;
- routines and transitions;
- supporting children's independence;
- supporting children's communication and language;
- behaviour and relationships;
- inclusion and equality;
- observations and record keeping; and
- working in partnership with parents and carers.

New practitioners will have opportunities to observe experienced staff and discuss practice before being expected to undertake responsibilities independently.

Training and qualifications

The manager will identify any training required for the individual to perform their role safely and effectively.

This may include:

- safeguarding and child protection training;
- paediatric first aid;
- food hygiene;
- health and safety;
- medication and health-care procedures;
- SEND;
- safer sleep;
- prevent and online safety;

- behaviour and relationships;
- infection prevention and control; and
- any other training required by the individual's role or identified through supervision or performance review.

At least one person with a current full Paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Relevant Level 2 and Level 3 practitioners are also subject to the EYFS requirements concerning Paediatric First Aid and inclusion in staff:child ratios. GOV.UK

Volunteers and students

Volunteers and students will receive an induction appropriate to their role and level of responsibility.

They will be informed about:

- safeguarding and child protection;
- confidentiality;
- professional boundaries;
- health and safety;
- emergency procedures;
- the limits of their role;
- supervision arrangements;
- who they should report concerns to; and
- the requirement to follow all relevant setting policies and procedures.

Volunteers and students will not be given responsibilities beyond their competence, training or agreed role.

Where a volunteer or student is not permitted to work unsupervised with children, the setting will ensure that appropriate supervision is maintained.

Length and completion of induction

The induction period will be determined according to the individual's role, experience, qualifications and competence. It will not be based solely on a fixed number of days or weeks.

A new employee may require additional induction support where:

- they are new to early years;
- they are new to their particular role;
- they have identified training needs;
- they are undertaking a qualification;
- they have limited experience of the setting's procedures; or
- their performance or understanding indicates that further support is required.

Induction will continue until the manager is satisfied that the individual understands their role and can undertake their responsibilities safely and appropriately.

Induction records

The setting will maintain an induction checklist or record for each new employee and volunteer.

The record will identify:

- the date each area of induction was completed;
- who provided the induction;
- any outstanding training or actions;
- any additional support required;
- confirmation that key policies have been read and understood; and
- confirmation that the induction has been completed satisfactorily.

The employee or volunteer and the person responsible for the induction will sign or otherwise confirm completion of the induction record.

Supervision and support

Following induction, staff will receive ongoing support through appropriate supervision, training, professional development and appraisal.

Supervision will provide opportunities to:

- discuss children's learning, development and well-being;
- raise safeguarding concerns;
- reflect on practice;
- identify training needs;
- discuss workload and well-being;
- receive coaching and support;
- review responsibilities and performance; and
- identify improvements to practice.

The EYFS requires providers to have appropriate arrangements for the supervision of staff who have contact with children and families, with supervision supporting coaching, training and continuous improvement. GOV.UK Assets

Probation

Where applicable, successful completion of induction will form part of the employee's probationary period.

Completion of an induction does not remove the requirement for ongoing supervision, training and assessment of suitability and competence.

If concerns arise during induction or probation, the manager will provide appropriate support, additional training or supervision. Where concerns relate to safeguarding or suitability, the setting's safeguarding and employment procedures will be followed immediately.

Managers and senior staff

A newly appointed manager or senior member of staff will receive an enhanced induction covering their specific leadership responsibilities, including:

- safeguarding leadership;
- safer recruitment;

- staff supervision;
- training and development;
- complaints;
- allegations against staff;
- risk assessment;
- health and safety;
- regulatory requirements;
- record keeping;
- partnership working;
- SEND and inclusion;
- monitoring quality of provision; and
- working with Ofsted and other relevant agencies.

Where appropriate, the provider or another suitably experienced senior manager will oversee the induction of a new manager.

This policy was adopted by: Impact Montessori

On: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of signatory: _____