



Staff Induction and Development

Each new member of staff at Kids2Day Pre-school read a copy of all of the pre-school's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the pre-school's policies and procedures with them. The new staff member will sign the **Staff Induction Form** to confirm that they have read and understood the pre-school's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: identification of all fire exits, location of first aid kit, reaction bag and fire safety equipment, and information about the emergency evacuation procedures; outside play area, fire assembly points, entrance and exit of the pre-school.
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Location of the pre-school's records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the pre-school
- Explanation of the processes for appraisals and staff supervisions, training and development, booking holidays, sickness absence, staffing rota, etc.
- Assigned a mentor to support them to complete their induction with regular one to one conversation meetings being held to check in, discuss progress and performance and plan next steps. First appraisal is held at 6mths probation review meeting.

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Pre-school and the EYFS, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and supervisions
- opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan.

Appraisals and supervisions

The manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The manager will hold quarterly supervision with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

Training

The manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of childcare and pre-school issues up to date. Staff are expected to attend training courses as and when requested by their manager.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held monthly and all staff are expected to attend unless off sick or on holiday.

This policy was adopted by: Kids2Day Pre-school	Date: 16.02.26
To be reviewed: Feb 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.29, 3.33]*.