



Cherubs Preschool

3. Staff Qualifications, Training, Support and Skills

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Staff Qualifications, Training, Support and Skills

3.1 Induction of staff, volunteers and managers

Cherubs provide an induction for all staff, volunteers, trainees and students in order to fully brief them about the setting, child protection, health and safety, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

Cherubs has a written induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers, including management members.
- Familiarising with the building, health and safety and fire procedures.
- Ensuring our policies and procedures have been received and are carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.

The induction period for staff members lasts six week and forms part of the probationary period. The supervisor and/or manager inducts new staff and volunteers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

3.2 First aid

Cherubs Preschool staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. Cherubs Preschool encourages all staff members to gain a first aid qualification. The first aid qualification includes first aid training for infants and young children.

Procedures

The First Aid Kit

Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and is easily accessible to adults and is kept out of the reach of children.

No un-prescribed medication is given to children, parents or staff.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

This policy was adopted on

By: