



St Johns Village Hall, Upper Street
Kingsdown, Kent CT14 8BJ
01304 379727
kingsdownpreschool@gmail.com

Kingsdown Pre-school Training and Induction Policy

Kingsdown pre-school aims to encourage untrained staff to obtain a recognised qualification in child care.

All staff will also be required to undertake First Aid and Child Protection training every 3 years. The Designated Safeguarding Lead and deputy will access training every 2 years and the designated Senco will access training when deemed necessary.

Any member of staff holding a particular role such as Health and Safety Coordinator, Equality and Inclusion Coordinator etc., will be required to access regular training to ensure they are up to date with current legislation.

Staff will be expected to undertake regular training which can be seen to be of benefit to the Pre-school. Staff will also be expected to regularly undertake training which will enhance their understanding of all areas and aspects of the Early Years Foundation Stage. Some training may be in the form of Online training which may have to be carried out in staff's own time.

The pre-school is willing to finance all or part of any training depending on the financial position of the pre-school. If the pre-school finances a training place it expects the staff member concerned to give some commitment to the pre-school. This commitment is to be agreed between the committee and the individual staff member in a training contract.

Induction Procedure

New members of staff will be invited into the pre-school informally before employment commences. Staff will explain the routine and procedures and an Induction Procedure will be completed over a period of sessions and signed by both the staff member and the Supervisor.

Chairperson: Amy Bridges
Secretary: Sarah Fish
Treasurer: Gemma Green

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New staff members will be expected to participate in staff meetings. Depending on their ability they will be expected to become a key person, even if they do not hold an Early Years Qualification, but they will be given full support from a Supervisor, or other allocated member of staff until both they and the Supervisor feel they are competent to carry out this aspect of their work independently.

The pre-school supervisor/deputy will always be willing to offer advice and guidance to new members of staff.

Regular Supervision meetings will be offered to all members of staff

This policy was adopted by the pre-school on 29-06-2020

Signed on behalf of the pre-school

Amy Bridges- chairperson of Kingsdown Preschool

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