



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

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

# Staff Qualifications, Training, Support and Skills

## 3.1 Induction of staff, volunteers and managers

### Policy statement

We provide an induction for staff, volunteers and managers in order to fully brief them about the pre-school, 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 a written induction plan for all new staff, which includes the following;
  - i. Introductions to all staff and volunteers, including management team members where appropriate.
  - ii. Familiarising with the building, health and safety, and fire and evacuations procedures.
  - iii. Ensuring our policies, procedures and code of conduct have been read, signed for and carried out. These can be found in the Staff Induction Pack, Staff Handbook and Policies folder.
  - iv. Introduction to parents, especially parents of allocated key children where appropriate.
  - v. Familiarising them with confidential information where applicable in relation to any key children.
  - vi. Details of the tasks and daily routines to be completed.
- The induction period lasts two weeks. The supervisors induct new staff, volunteers, students and apprentices. A Director inducts new supervisor and new managers.
- During the induction period, the individual must demonstrate understanding of the compliance with policies, procedures, tasks and routines.

- Successful completion of the induction forms part of the probationary period.
- Following induction, [we/I] continue to support [our/my] staff to deliver high quality performance through regular supervision and appraisal of their work.

**Primary Legislation**

- Children and Families Act (2014)
- The Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)
- Health and Safety at Work (1974)
- Equalities Act (2010)
- Control of Substances Hazardous to Health Regulations(COSHH) (2002)
- Food Safety (1990)
- RIDDOR (1995)
- Regulatory Reform (Fire Safety) Order 2005 (2006)
- Human Rights Acts (1998)
- Freedom of Information Act (2000)
- Health and Safety (First Aid) Regulations (1981)
- Code of Practice for First Aid (1997)

**Secondary Legislation**

- The Children Act (2004)
- Childcare Act (2006)
- The United Nations Convention on the Rights of the Child
- GDPR (2018)
- Children, Schools and Families Act (2010)
- Manual Handling Operations Regulations (1992) (as amended)

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

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

This policy was adopted at a meeting of Acorns Community Pre-School held on .....

Date to be reviewed:.....

Signed on behalf of the management team:.....

Name of signatory: .....

Role of signatory (e.g. chair/owner):.....

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

*At least one person who has a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.*

### **Health**

*Providers must ensure there is a first aid box accessible at all times with appropriate content for use with children. Providers must keep a written record of accidents or injuries and first aid treatment.*

## **Staff Qualifications, Training, Support and Skills**

### **3.2 First aid**

#### **Policy statement**

In our pre-school staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current first aid training is on the premises or on an outing at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children.

#### **EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	

#### **Procedures**

##### *The First aid Kit*

Our first aid kit is accessible at all times, complies with the Health and Safety (First Aid) Regulations 1981, maintained by the Health and Safety Officer and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) x4.
- Sterile dressings:
  - a) Small x3.
  - b) Medium x3.
  - c) Large x3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x2.
- Container or 6 safety pins x1.
- Guidance card as recommended by HSE x1.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice packs are is kept in the freezer.

- Information about who has completed first aid training and the location of the first aid box is provided to all staff and volunteers. A list of staff and volunteers who have current PFA certificates is displayed in the setting.
- The first aid box is easily accessible to adults and is kept out of reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents/I regularly check and replenish the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- At the time of admission to the pre-school, 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.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

### Legal framework

- Health and Safety (First Aid) Regulations (1981)
- Code of Practice for First Aid (1997)
- Health and Safety at Work (1974)

### Further guidance

- First Aid at Work: Your questions answered (HSE 1997)  
[www.hse.gov.uk/pubns/indg214.pdf](http://www.hse.gov.uk/pubns/indg214.pdf)
- Basic Advice on First Aid at Work (HSE 2006)  
[www.hse.gov.uk/pubns/indg347.pdf](http://www.hse.gov.uk/pubns/indg347.pdf)
- Guidance on First Aid for Schools (DfEE)  
[www.teachernet.gov.uk/doc/4421/GFAS.pdf](http://www.teachernet.gov.uk/doc/4421/GFAS.pdf)

### Other useful Pre-school Learning Alliance publications:

- Medication Record (20)

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