

3.1 Induction of staff, volunteers and managers

Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety, fire and evacuation procedures.
 - Ensuring our policies and procedures have been read 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 lasts at least two weeks. The Pre-School Manager inducts new staff and volunteers. The chairperson inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- There will be a review with the Pre-School Manager at the end of the planned induction to review the employee's progress and understanding and also to give an opportunity to discuss any initial concerns etc or to make arrangements for further training.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of

Crick Pre-School

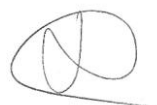
Held on

14th December 2016

Date to be reviewed

December 2017

Signed on behalf of the management committee



Name of signatory

Jen Mearns

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

Chair

Other useful Pre-school Learning Alliance publications

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