

08 Staff, volunteers and students procedures

08.20 Induction of employees and volunteers

Policy statement

An induction for all staff, volunteers and managers is provided in order to fully brief them about the pre-school, the families that are served, the policies and procedures, curriculum and daily practice.

Procedures

- A written induction plan for all new staff is provided, which includes the following:
 - introductions to all employees and volunteers, including the management team
 - familiarising with the building, health and safety and fire and evacuation procedures
 - ensuring the policies and procedures are read and adhered to
 - introduction to parents/carers, especially parents/carers of allocated key children where appropriate
 - familiarising them with confidential information in relation to any key children
 - details of the tasks and daily routines to be completed
 - completion of eLearning Safeguarding and Prevent Duty training
 - completion of in-house Induction training
- The initial induction period lasts between one to two months, giving time to incorporate most tasks/routines. A further four months is allocated to incorporate more of the policies and procedures and further training. The manager/deputy/senior room leader induct new staff and volunteers. The trustees induct new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, staff are continued to be supported to deliver high quality performance through regular supervision and appraisal of their work.