

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:
 1. Introductions to all staff and volunteers, including management, owners and their representatives.
 2. Familiarising with the building, health and safety and fire and evacuation procedures
 3. Ensuring our policies and procedures have been read and are carried out
 4. Introduction to parents, especially parents allocated key children here appropriate
 5. Familiarising them with confidential information where applicable in relation to any key worker.
 6. Details of the tasks and daily routines to be completed
- The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The owner inducts 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

This policy was adopted at a meeting of Little Lambs Pre-School held on 10th February 2017.....

Signed by.....Position.....

Name.....Review date.....