

Employment Induction of staff, volunteers and Managers Policy

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.

EYFS key themes and commitments

A unique child	Positive Relationships	Enabling Environment	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:
 1. Introduction to all staff and volunteers, including management committee members.
 2. Familiarising with the building, health and safety and fire procedures.
 3. Ensuring our policies and procedures have been read and are carried out.
 4. Introduction to parents, especially parents of allocated key children where appropriate.
 5. Familiarising them with confidential information where applicable in relation to any key children.
 6. Details of the tasks and daily routines to be completed.
- The induction period last two weeks. The pre-school leader inducts new staff and volunteers. The chairperson inducts new pre-school leader.
- 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 Wilsden Pre-school

Held on

Signed on behalf of the management committee.....

October 2009