

## Employment



### 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 and fire procedures.
  - Ensuring all our policies and procedures have been read and fully understood.
  - Responsibilities and roles related to our safeguarding policy are fully understood.
  - 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 two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager 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  
Held on  
Date to be reviewed  
Signed on behalf of the management  
committee  
Name of signatory

Little Explorers Pre-School

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Role of signatory (Chairperson)

Chairperson

**Other useful publications**

- Recruiting & Managing Employees (2010) PLA