

## **2.03 Induction Of Staff And Long Term Volunteers**

### **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 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.

### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2012) (Held on premises)
- Recruiting and Managing Employees (2011) (Held on premises)

This policy was adopted at a meeting of St Johns Preschool (Name of provider)

Held on \_\_\_\_\_ (Date)

Date to be reviewed \_\_\_\_\_ (Date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory Lynsey Barnard

Role of signatory Chair  
(e.g. chair, director or owner)

I have read, understood and will implement the above policy :

Name	Signature	Date
Linda Scott		
Zena Sawyer		
Julie Bourne		
Julie Jarvis		
Michelle McIlvenny		
Lisa Weait		