



2F

## Induction of staff, volunteers and managers

We provide an induction for all staff, volunteers, students and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, the curriculum and daily practice.

### Procedures

We have a written induction plan for all new staff, which includes the following:

- Introductions to all staff, volunteers and students, including management committee members where appropriate
- Familiarisation with the building, health and safety and fire and evacuation procedures
- Ensuring our policies and procedures have been read and are carried out
- Introductions to parents, especially parents of allocated key children where appropriate
- Familiarising them with the 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 one month. The preschool leader inducts new staff and volunteers.
- 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 updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2019

Date to be reviewed: Autumn Term 2020