



Induction of Staff, Volunteers, and Managers Policy

Induction of Staff, Volunteers, Students, and Managers

Policy statement

Bradpole Preschool provides an induction process for all staff, volunteers, students, and managers to ensure they are fully informed about the setting, the families we serve, our policies and procedures, safeguarding responsibilities, the curriculum, and daily practice.

We recognise that a thorough induction process is essential in helping new staff and volunteers understand their roles and responsibilities, maintain safe working practices, and promote consistency and high standards of care and education throughout the setting.

The induction process supports individuals in becoming familiar with the Preschool's ethos, expectations, safeguarding procedures, and operational routines, ensuring that children's safety and wellbeing remain paramount at all times.

Legislation and guidance

This policy is based on the following legislation and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework (effective from September 2025)
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (latest edition, where applicable)
- Ofsted requirements and guidance

Procedures

We have a written induction programme for all new staff, volunteers, students, and managers, which includes the following:

- introductions to all staff, volunteers, students, and management committee members where appropriate;
- familiarisation with the building, including health and safety procedures, fire safety arrangements, lockdown and evacuation procedures;
- ensuring that all relevant policies and procedures are read, understood, and implemented;
- safeguarding and child protection procedures, including whistleblowing responsibilities and reporting concerns;
- introductions to parents and carers, particularly the families of allocated key children where appropriate;
- familiarisation with confidential information relating to children, where applicable and in accordance with confidentiality and data protection requirements;



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- details of daily routines, responsibilities, and tasks to be completed;
- guidance on behaviour management, professional conduct, and appropriate staff interactions;
- information regarding the curriculum, learning and development requirements, and the role of the key person;
- explanation of supervision, appraisal, and ongoing training arrangements.

The induction period will normally last for a minimum of three months. The preschool leads are responsible for inducting new staff and volunteers.

During the induction period, individuals must demonstrate an understanding of and compliance with:

- Preschool policies and procedures;
- safeguarding responsibilities;
- health and safety procedures;
- confidentiality expectations;
- daily routines and responsibilities; and
- professional standards of conduct.

Successful completion of the induction process forms part of the employee's probationary period.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027