



Induction of Staff and Volunteers Policy

Policy statement

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

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	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:
 - Introductions to all staff and volunteers, including Committee members.
 - Familiarising with the building, health and safety and fire 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.
- We place particular emphasis on the induction process in the first week of employment but it is a continuous process throughout the probationary period of the new staff member.
- The Supervisor inducts new staff and volunteers. The Chair inducts a new supervisor.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Adoption of policy

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the Committee _____

Name of signatory _____

Role of signatory (e.g. Chair) _____

[Policy 2.2]