



**Registered Charity No. 1027363**

## **3.1 Induction of employees and volunteers**

### **Policy statement**

We provide an induction for all employees and volunteers 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 employees and volunteers including management committee members.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team 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.

- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by	The Ark Pre-School	<i>(name of provider)</i>
On	20 <sup>th</sup> February 2018	<i>(date)</i>
Date to be reviewed	February 2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Ben Danbury	
Role of signatory (e.g. chair, director or owner)	Chair	

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

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)