Induction of staff, students and volunteers

Statement of intent

We provide an induction for all staff, students, 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, students and volunteers, which includes the following:

  Introductions to all staff and volunteers.

  Familiarising with the building, health and safety, and fire and evacuation procedures.

  Ensuring our policies and procedures have been read and are carried out, including reading "What to do if you are worried a child is being abused".

  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 full induction period for new members of staff lasts lasts 6 months. The manager oversees induction of new staff, students 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 adopted at a meeting of	Child's Play Pre-school	name of setting
Held on (date)		
Signed on behalf of the Proprietor		
Role of signatory		
This policy was reviewed on	23/10/20	(date)
continue as necessary		(date)