**3 1 Induction of staff, volunteers and managers**

**Policy Statement**

We provide an induction for all staff, volunteers and managers 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 pack for all new staff, which includes the following:
  + Introductions to all staff and volunteers, including management committee members.
  + Familiarising with the building, health and safety, and fire and evacuation procedures.
  + Ensuring our policies and procedures have been read and are carried out.
  + Introduction to parents. (The allocation of key children will not be done until after the employee’s 3 month probationary period).
  + Familiarising them with confidential information where applicable in relation to any key children.
  + Details of the tasks and daily routines to be completed.
* The induction period lasts two weeks. The Leader inducts new staff and volunteers. The chairperson or one of the Play Leaders inducts new Leaders.
* 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 |  | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

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

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