



## **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 and staff 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.
  - Children with allergies.
  - Safeguarding and confidentiality briefing and before staff starts work the staff member must read the safeguarding policies.
  - DBS check to be carried out.
  - Brief training on British values and equality and diversity before reading our policies.
  - Ratios and risk assessments
  - Nappy changing
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team and owner 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.

On	November 2020
Date to be reviewed	November 2021
Signed on behalf of the provider	L.L.Yates
Name of signatory	Laura Yates
Role of signatory (e.g. chair, director or owner)	Owner

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

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