



INDUCTION OF STAFF, VOLUNTEERS AND MANAGERS POLICY

Policy Statement

Brereton Pre-school & Playgroup provides an induction for staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practise.

Procedures:

We have a written induction plan for all staff, which includes the following:

- * Security checks, DBS certification, and references
- * Introductions to all staff and volunteers, including Management Committee members where appropriate.
- * Familiarisation of the building, health & safety and fire and evacuation procedures.
- * Ensuring that our policies and procedures have been read and are carried out.
- * Introduction to parents, especially those parents of allocated key children.
- * Familiarising them with confidential information where appropriate to any key children.

Details of the expected tasks and daily routines to be completed.

- * The induction period lasts at least two weeks.
- * The Manager and Chairperson inducts new staff and volunteers.
- * The Chairperson/Committee inducts new Managers.
- * During the induction period, the individuals must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- * Successful completion of the induction forms part of the probationary period.

Date of policy approval Sept 2018

Date of policy review Sept 2019