



Induction of staff, volunteers and managers policy

This policy was adopted by the Kingswood Pre-School Group on 04/01/2016

Policy review date: 04/01/2017

Signed:----- Date:-----

(Emma Austin – Chairperson of Kingswood Pre-School Group)

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

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.

EYFS key commitments

Child protection 3.6, Suitable people 3.9, Staff qualifications, training, support and skills 3.20.

Procedures

- We have a written induction plan (Appendix 1) 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 procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - 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 induction period lasts two weeks. The manager inducts new staff and volunteers. The chairperson 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.

Other useful Pre-school Learning Alliance publications

- Employment in Early Years Settings (2007)

Appendix 1

Induction of staff, volunteers and managers

Procedures

- We have a written induction plan for all new staff, volunteers, and managers to Kingswood preschool which includes the following where appropriate:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - 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 induction period lasts two weeks. The manager inducts new staff and volunteers. The chairperson 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.

Date	Activity	<i>Signed by</i>	<i>Signed by manager</i>
	<p>By the end of session one you will have:</p> <ul style="list-style-type: none"> • Had a meeting with the manager or deputy manager • An understanding of the induction process, and have received an induction pack from your line manager. • An introduction to your colleagues and 'Who's Who' at our preschool. • A copy of the relevant documentation or advice on where to find it. • Completed the applicable starting forms. • A tour of building/s, including the location of necessary equipment and facilities, etc. • An outline of your role, responsibilities, level of authority, work priorities and deadlines. • Been provided with keys/passers and alarm codes. 		