




8.6 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 Directors].
 - 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.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. The Directors induct 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.

This policy was adopted by	Blackberry Lane Pre-School & Nursery	
On	18 th January 2021	
Date to be reviewed	January 2022	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Mrs A Barnes
Role of signatory (e.g. chair, director or owner)	Manager	Director

Other useful Pre-school Learning Alliance publications

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