



## 8.06 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 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	March 2025	
Date to be reviewed	March 2026	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Ms C Lawrence
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)