Cold Ash Pre-school: Induction of Staff & Volunteers Policy

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that all staff receives induction training to help them understand their roles and responsibilities.

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 and daily practice.

Procedures:

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers.
  - 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 four weeks. The leader inducts new employees and volunteers working in setting. A member of the committee, supported by the deputy leader, inducts new leaders and administration staff.
- 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 through objective setting and performance reviews in October/November, February & June.
- The document 'CHECKLIST – Induction Process' to be used to ensure all relevant documentation is collated, policies explained and information shared.

Further information:

- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)