

EMPLOYMENT

Induction of Staff, Volunteers and Managers

Statement of Intent

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.

Procedures

- [Our induction 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 tasks and daily routines to be completed.
- [The induction period lasts two weeks. The setting leader inducts new staff and volunteers. The chairperson inducts a new setting leader.
- [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.
- [Each member of staff has an up to date personal folder to contain; Personal Details Sheet, Induction Sheet, Health Questionnaire, Certificates of Training, Job Description and Contract. It is up to the individual to ensure their personal file is kept up to date.
- [The individual completes signs and dates the induction sheet and this is kept in their personal folder.

DUNDRY PRE-SCHOOL POLICIES. Ofsted 115251

Signed

Date.....

Review Date.....