

# EMPLOYMENT INDUCTION OF STAFF, VOLUNTEERS, COMMITTEE MEMBERS AND MANAGERS

## Policy statement

We provide an induction for all staff, volunteers, committee members and managers 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, volunteers and committee members which includes the following:
  - Introductions to all staff and volunteers, including management committee members and committee members.
  - All committee members will be asked to complete a Disclosure and Barring Service check.
  - 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.
  - 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 and committee members.
- 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 (12 weeks).

June 2018
This policy was adopted on: _____
June 2019
Date to be reviewed: _____
<i>Lucy Fairchild</i>
Signed on behalf of the Committee: _____

Changes Made: Y/N