



Induction Of Staff, Volunteers And Managers Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peter's Busy Bees Pre-school will provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our local community, our policies and procedures, curriculum, daily practice and legislation we must follow complying with local and national guidelines.

Procedures

- We have an induction booklet for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members where appropriate.
 - Information regarding the building, health and safety, and fire and emergency evacuation procedures.
 - Policies and procedures that are to be read and signed to show understanding.
 - An outline of confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
 - Details of the week-by-week induction process, activities and items to be covered in a particular time frame.
- Supervision meetings are carried out on a weekly basis, and discussions and practical activities are undertaken if required to ensure the individual gains the knowledge and experience to fulfil the role.
- The induction period lasts the time stated in an individual's offer of employment.
- The manager inducts new staff and volunteers. The committee chair inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines, and these are to be detailed in the individual's induction booklet.
- Successful completion of the induction forms part of the probationary period.
- All new staff undertake an appropriate safeguarding training course as soon as possible.