





## **Induction of Volunteers, Staff and Managers Policy**

### **Policy statement**

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**

We have a written induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers, including management and owners.
- 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 the tasks and daily routines to be completed.

The manager/deputy inducts new staff and volunteers. The owner inducts 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.

### **Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)