

# **NURSERY POLICIES**

Policy Name:	
Induction of Volunteers, Staff and Managers	

# **General Welfare Requirement:**

# Suitable People

 Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

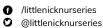
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Signed:  $\mathcal{K}.\mathcal{N}icholas$ Signed:  $\mathcal{R}.\mathcal{D}owns$ 



Little Nick Nursery and Preschool 106A West Street, Ewell, Surrey, KT17 1XR Telephone: **07576 043123** 

Email: karl.nicholas@littlenicknurserandpreschool.co.uk www.littlenicknurseryandpreschool.co.uk





# 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)