



# Induction of Staff Policy

Reviewed April 2021

## Policy statement

We provide an induction for all staff, regular volunteers and managers 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 to help them understand their roles and responsibilities, which includes the following:

Introductions to all staff and volunteers, including management committee members.

Familiarising with the building, health and safety, fire and evacuation procedures, safeguarding and child protection.

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 concerning any key children.

Details of the tasks and daily routines to be completed.

Our Safeguarding responsibilities policy and procedures.

Staff must disclose to their Manager all necessary information if they are prescribed drugs for any illness and/or taking any other substances.

All applicants must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during employment.

The induction period lasts at least two weeks. A member of the management team is appointed to new staff and volunteers.



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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.

Authority

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Acting Manager

Rachelle Harte

Nominated Person