



### **3.1 Induction of employees and volunteers**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website: [www.streatleyhillpreschool.com](http://www.streatleyhillpreschool.com)

#### **Policy statement**

We provide an induction for all employees and volunteers 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 employees and volunteers.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team 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.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	December 2019
This policy was last amended and reviewed on:	December 2019
Date of next review:	December 2020

Signed on behalf of the Committee by:	Shelley Smith
Role of Signatory:	Chair

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

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)