



## Employment and staffing

### Induction of staff

#### Policy Statement

Padbury Pre-school provide an induction for all staff in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

#### Procedures

- Padbury Pre-school have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including committee members.
  - 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 **induction period lasts two weeks**. The pre-school leader inducts new staff and volunteers. The chairperson / Registration Secretary 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.

*where fun becomes learning!*

This policy was adopted at a meeting of	<u>Padbury Pre-school</u>	name of setting
Held on	<u>21<sup>st</sup> September 2016</u>	(date)
Date to be reviewed	<u>October 2021</u>	(date)
Signed on behalf of the committee	<u>C.A. McHenry</u>	
Name of signatory	<u>CLAIRE MCHENRY</u>	
Role of signatory	<u>REGISTRATION SECRETARY</u>	