



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 Padbury Pre-school name of setting

Held on 22/04/24 (date)

Date to be reviewed 22/04/27 (date)

Signed on behalf of the committee C.A.McHenry

Name of signatory CLAIRE MCHENRY

Role of signatory REGISTRATION SECRETARY