

St Matthew's Pre-School Policy

2.3 Induction of staff and volunteers

Policy statement

We provide an induction for all staff 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:
 - Familiarising with the building, health and safety, fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and are carried out.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Details of the tasks and daily routines to be completed.
- The practitioner induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Completed signed induction forms are kept in staff files. Staff are also given a copy of the code of conduct and disciplinary procedures as part of the induction.
- Successful completion of the induction forms part of the probationary period, as per contract.

This policy was adopted at a meeting of

St Matthew's Pre-school

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory
