



## Induction of Employees and Volunteers

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.

### Methods:

- The Manager inducts new employees and volunteers. A member of the Committee of Trustees inducts new managers.
  
- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all employees and volunteers [including management committee members].
  - 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 (inform parents of new volunteers via email or social network)
  - Familiarisation with confidential information in relation to any key children where applicable – awareness of child allergies or medical conditions
  - Details of the tasks and daily routines to be completed.

Within the first six weeks, a new member of staff will be expected to do the following:

- Read through the key policies and risk assessments
- Familiarise themselves with the routine of each session
- Introduce themselves to the parents

- Completel accident reports on Family under supervision
- Talk to the parents about their child's activities/behaviour during the session

After six weeks, there will be an interview with the chair, the manager and the new staff member to go through all aspects of work. 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.

Volunteers will be supervised by the manager or nominated staff member and will have regular discussions about their duties.

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

Employee Handbook (2012)

Recruiting and Managing Employees (2011)

This policy was adopted in October 2021

This policy will be reviewed annually or asrequired.

Last updated: 10.11.22

Signed by the Preschool Committee: .....

Signed by the Preschool Manager: .....