

## Moulton Pre-School – Induction of employees procedure

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## Induction of employees and volunteers

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

### **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.
- 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.