



Employment

2.2 Induction of staff, volunteers and managers

Policy Statement

We provide an induction for all staff, volunteers and managers 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 staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire 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 induction period lasts two weeks. The Principal inducts new staff and volunteers. The chairperson or Principal 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.

Other useful Pre-school Learning Alliance publications

- Employment in Early Years Settings (2007)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Sign & Date

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Signed on behalf of the Trustees

Name of signatory Alison Stonham

Role of signatory Charity Principal