

3.1 Induction of staff, volunteers and managers

Policy statement

At Filton Park Pre-School Playgroup 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 an induction plan for all new staff, which includes the following:
 - Introductions to staff and volunteers, including management committee members, where possible
 - Familiarisation with health and safety procedures
 - Information on our policies and procedures, including where these are available to read
 - Introduction to parents, especially parents of allocated key children
 - Familiarisation with confidential information, where applicable
 - Details of the tasks and daily routines to be completed
- The induction period lasts at least two weeks. A setting leader inducts new staff and volunteers. The chairperson inducts new setting leaders and administrator
- 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.

This policy was adopted at a meeting of	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on		<i>(date)</i>
Date to be reviewed	Sept/Oct 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)