

Meppershall Preschool

Induction of employees and volunteers Policy

Purpose

We provide an induction for all new employees and volunteers in order to fully inform them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Process

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees, volunteers and committee members.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read, understood 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, which should be viewed alongside the job description.
- The induction period lasts at least two weeks and all essential information will be shared during this time. The Preschool Leader inducts new employees and volunteers. A member of the committee will support the induction of a new Preschool Leader.
- 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.

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	