



PUDDLEDUCKS Nursery and Pre-School

INDUCTION OF EMPLOYEES & VOLUNTEERS POLICY

Policy Statement

We provide an induction for all employees, 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 employees and volunteers, including management/director members
 - Familiarising with building, health and safety and fire and evacuation procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - 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 for at least four weeks. The Supervisor/Room Leader inducts new employees and volunteers. The Manager inducts new Supervisors/Room Leaders and Director/Supervisor/Room Leaders 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.
- Following induction, we continue to support staff to deliver high quality performance through regular supervision and appraisal of their work.