



Induction of Staff, Volunteers and Managers

Policy Statement

Goudhurst Village Pre-school provides 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 the Trustees.
 - Familiarising with the building, health and safety, and the fire evacuation procedures.
 - Ensuring our policies and procedures have been read.
 - 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 at least two weeks. The Pre-school Manager inducts new staff and volunteers. The Trustees induct new Managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and complete a 'First Aid' knowledge form in line with their job description.
- Successful completion of the induction, forms part of the probationary period.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....