



### 3.1 Induction of employees, students and volunteers

#### Policy statement

We provide an induction for all employees, students and volunteers 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:
  - Introduction to all employees, students and volunteers [including management committee members].
  - This induction is supported by a staff handbook, as well as a student and volunteer information pack.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read 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.
- The induction period lasts one month and is followed up by supervision at the end of the probationary period. The manager or deputy inducts new employees and volunteers.
- 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.

This policy was adopted by on:

Date to be reviewed

Signed on behalf  
of the provider

Name of signatory

Role of signatory (                      ) signature:

