



3 School Lane, Osmotherley, DL6 3BW Tel 01609 883138

Registered Charity Number 1035485

Induction of Employees and Volunteers Policy

Induction of employees and volunteers

Policy statement

We provide an induction for all employees 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:
 - Introductions to all employees and volunteers, including pre-school committee members.
 - 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.
 - Details of the tasks and daily routines to be completed. i.e. job description
- The induction period lasts at least two weeks. The manager 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

Osmotherley Pre-school

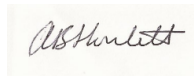
On

16th January 2018

Date to be reviewed

16th January 2019

Signed on behalf of the provider

A handwritten signature in black ink on a light-colored rectangular background. The signature is cursive and appears to read 'A Howlett'.

Name of signatory

Anthea Howlett

Role of signatory

Chairperson