



Induction of employees and volunteers

Stretton Pre-School provides a full and comprehensive induction for all employees and volunteers, this is to inform the employee and/or volunteer about the setting, the families who access the setting, the policies and procedures, the curriculum and the day to day running of the setting

Procedures

- The pre-school provide a written induction for all staff, including
 1. Introduction to all employees, volunteers and committee member
 2. A tour of the building, health and safety, fire and evacuation procedures
 3. All policies and procedures are read and adhered to
 4. Introduction to parents (especially key children and parents)
 5. Task and daily routines
- All practitioners have an induction period that lasts 3 weeks - The Pre-School Supervisor will induct all new staff, and the Chair Person will induct all new pre-School Supervisors. The Health and Safety nominated person (Charlie Baxter) will complete the Health and safety section of the induction.
- In the induction - staff must demonstrate understanding and compliance of policies and procedures, including tasks and routines
- Successful completion of induction forms part of the probation period
- After the induction the Pre-school will continue to support staff to deliver high quality performance through regular supervision and appraisal.

This policy was adopted by

Stretton Pre-School

On

6 October 2016

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Sarah Morris

Role of signatory

Chair person