



Induction of employees and volunteers

Policy statement

At Little Squirts 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.

Our Intention

It is our intention that during the induction we answer any queries that may be identified so that our new member of staff feels confident that they understand their job role and the ethos of the setting.

Implementation

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - 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.

The manager inducts new employees and volunteers. A member of the senior management team inducts new managers.

Understanding policies

It is expected that all new employees read the policies and procedures of the setting within their first month, they are advised on which ones to start with by the manager (Safeguarding,

fire evacuation, health and safety etc). Staff sign to say that they have read and understood them.

Reviewing practice

New members of staff will have a review within their first month. This will usually be done with the manager who will have observed practice as well as been informed by other members of the senior team. It is expected that new members of staff will have demonstrated understanding of and compliance with policies, procedures, tasks and routines. Reviews will then be carried out after the second month with a final review after their third month. These will inform the probationary meeting held after 6 months of service.

Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

The impact of having an induction plan which is followed up with reviews is that staff feel confident that they know their role and responsibilities and have opportunity to discuss areas they are unsure of.

This policy was adopted by Little Squirts Preschool on 29th July 2019 (review date 1st July 2020)

Signed.....

Name.....

Role.....