



## 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 management 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.
- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team inducts new managers
- 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.

### Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)

This policy was adopted at a meeting of

Held on

Signed on behalf of Tansor Playgroup Committee

Role of signatory

Tansor Playgroup Committee

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29<sup>th</sup> June 2009

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Sarah Harrison

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Chair of Playgroup Committee

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This policy was reviewed and updated on  
Reviewed on behalf of Tansor Playgroup Committee  
Role of reviewer

31<sup>st</sup> January 2011

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Faye Betts

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Jt Chair of Playgroup Committee

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This policy was reviewed and updated on  
Reviewed on behalf of Tansor Playgroup Committee  
Role of reviewer

1<sup>st</sup> September 2012

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Adrian Smith

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Chair of Playgroup Committee

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This policy was reviewed and updated on  
Reviewed on behalf of Tansor Playgroup Committee  
Role of reviewer

16<sup>th</sup> March 2017

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Sue Bradley

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Co-Chair of Playgroup Committee

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This policy was reviewed and updated on  
Reviewed on behalf of Tansor Playgroup Committee  
Role of reviewer

18<sup>th</sup> September 2020

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Karena Corkill

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Co-Chair of Playgroup Committee

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