



Staff and Volunteers Induction

St Marks Pre-school provides an induction for all employees and volunteers in order to fully brief them about the setting, the families the pre-school serves, the pre-school policies and procedures, curriculum and daily practice.

Procedures

- The pre-school has 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 the pre-school 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, the pre-school continues to support its staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Code of Conduct
Staff Recruitment

Safeguarding
Staff Training and Development