

Induction of employees, volunteers and students



Policy statement

We provide an induction for all employees. Volunteers and students in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. During the ongoing COVID-19 pandemic, any new starters will be allocated to one bubble and not show any symptoms when starting work.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees, volunteers and students.
 - 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 or deputies induct new employees, volunteers and students.
- 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, volunteers and students to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by

St Panteleimon Nursery School

On

07/09/2021

Date to be reviewed

07/09/2022

Signed on behalf of the provider

A.K

Name of signatory

Andri Kyriakidou

Role of signatory (e.g. chair, director or owner)

Manager and Owner

Further information

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