



3.1 Induction of Employees and Volunteers

Policy statement

We provide an induction for all employees and volunteers in order to fully brief them about their roles and responsibilities; the setting; the families we serve; our policies and procedures; curriculum and daily practice.

Procedures

- We have an induction plan for all new staff (see Staff Induction File), which includes the following:
 - Introductions to all employees and volunteers.
 - Statutory Guidance document and any other documents as applicable given to new staff.
 - Familiarisation of our First Aid kit and Children's Personal Medication Boxes as required.
 - Familiarisation of the current Allergy and Serious Medical Conditions List as required.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Door and Gate procedures.
 - Ensuring our policies and procedures are read and fully understood, particularly with regard to Safeguarding policies and 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.
 - Shadowing another staff member.
 - Access details for our on-line Educare courses package (all new staff will be asked to complete the latest training in Safeguarding and any other courses as the Manager sees fit).

- The induction period lasts at least two weeks. The Manager is responsible for induction of new employees and volunteers.

- 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.