FOWEY PRE-SCHOOL

**INDUCTION OF STAFF AND VOLUNTEERS POLICY**

We provide an induction for all staff 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 staff and volunteers, including management committee members
  + Familiarising with the building, health and safety and evacuation procedures
  + Ensuring our policies and procedures have been read and are carried out
  + Introduction to parents, especially parents of allocated key children where appropriate
  + Familiarising them with confidential information where applicable in relation to any key children
  + Details of the tasks and daily routines to be completed

* The induction period lasts for a period of 6 weeks. The setting management inducts new staff and volunteers. The chairperson inducts new setting management, in partnership with existing staff.

* During the induction period, the individual must demonstrate an understanding of and compliance with policies, procedures, tasks and routines.

* Successful completion of the induction forms part of the probationary period.

**EYFS key themes and commitments**

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.4 Key person | 3.2 Supporting every child |  |

Date of next review: September 2024

Signed……………………………….. Position…………………………. Date……………

Copies of the original signed document are available upon request.