

Staffing & Employment **Induction of Our Staff, Volunteers and Managers**

**Unique
Child**

**1.1 Keeping
Safe**

**Positive
Relationships**

2.4 Key Person

**Enabling
Environment**

**3.2 Support Every
Child**

**Learning
Development**

We provide an induction for all our team, volunteers and managers in order to fully brief them about Haddenham Puddleducks Pre-school, the families we serve, our policies and procedures, curriculum and daily practice.

We have a written induction plan for all new our team, which includes the following:

- *Introductions to all our team and volunteers, including management committee members when possible.*
- *Familiarising with the building, health and safety and fire procedures.*
- *Ensuring our policies and procedures have been read and are carried out.*
- *Introduction to parents of allocated key children.*
- *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 two weeks. The manager inducts new our team and volunteers. The chairperson or senior manager 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.

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by