



Induction of Staff, Volunteers and Managers

Statement of intent:

We provide an induction for all staff, (including volunteers and managers) and committee members in order to fully brief them about:

- Clifton Moor Pre-School.
- The families we serve.
- Our policies and procedures.
- The curriculum and daily practice.

As well as:

- Our code of conduct.
- The importance of confidentiality.
- Safeguarding.

Procedures:

- We have a written induction plan for all new staff, students and volunteers which includes the following:
 - Introductions to all staff and volunteers, including management committee members where appropriate.
 - Familiarising with the building, health and safety, and fire 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 for staff lasts at least two weeks. The Deputy Manager inducts new students and volunteers. The Manager inducts new staff.
- 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.

Other useful Pre-school Learning Alliance publications:

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

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This policy was adopted at a meeting of	Clifton Moor Pre-School	<i>(name of provider)</i>
Held on	21 st September 2017	<i>(date)</i>
Date to be reviewed	September 2018	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Toni Brett	
Role of signatory (e.g. chair, director or owner)	Manager	
Signed by Trustee Member		

Reviewed by

Date

Reviewed by

Date

Reviewed by

Date

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