



## **Employment**

### **Induction of Staff, Volunteers and Managers**

#### **Policy Statement**

Cricklade Pre-School Playgroup provides an induction for all staff, volunteers and managers in order to fully brief them about the pre-school, the families we serve, our policies and procedures, curriculum and daily practice.

#### **Procedures**

- We have an induction plan for all new staff, which includes:
- Introductions to all staff and volunteers, including management committee members.
  - Familiarising with the building, health and safety and fire procedures.
- Details of the tasks and daily routines to be completed.
- An introduction to our policies including the safeguarding and confidentiality policies.
- The pre-school manager inducts new staff and volunteers. The Chair inducts a new Pre-School Manager.
- 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.

#### **Further Guidance:**

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