**Employment**

**2.2 Induction of staff, volunteers and managers**

**Policy statement**

We provide an induction for all staff, volunteers and managers 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 fire 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 mentor inducts new staff 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.

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| This policy was adopted at a meeting of | Jack and Jill Pre-school | name of setting |
| Held on | August 2023 | (date) |
| Date to be reviewed | August 2024 | (date) |
| Signed on behalf of the management committee |  |
| Name of signatory | Laura Collier |
| Role of signatory (e.g. chair/owner) | CHAIR |

**Other useful Pre-school Learning Alliance publications**

* Employee Handbook (2009)
* Recruiting and Managing Employees (2010)