3.1 Induction of Employees and Volunteers

DUXFORD PRESCHOOL

Policy statement

We provide an induction for all employees 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 employees and volunteers including management committee members
    - familiarisation with the building, health and safety and fire and evacuation procedures
    - ensuring our policies and procedures are read and adhered to
    - introduction to the parents, especially parents of allocated key children where appropriate
    - familiarisation with confidential information in relation to any key children where applicable
    - details of the tasks and daily routines to be completed
- The induction period lasts at least three months. The manager inducts new employees and volunteers, a member of the senior management team 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
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26th April 2018	April 2019
1.1	Minor formatting changes and adjustments inline with the Early Years Alliance model policy	N Hanlon	17th April 2019	October 2019
1.1	Reviewed – no changes	N Hanlon	31st October 2019	October 2020
1.1	Reviewed – no changes	N Hanlon	31st October 2020	October 2022
1.2	Changed length of induction period	N Hanlon	21st October 2022	October 2024
1.2	Reviewed – no changes	K Draper	18th September 2024	September 2025