

3.1 Induction of employees and volunteers

Policy statement

Bolney Under Fives provide an induction for all employees and volunteers in order to fully brief them about the setting, the families Bolney Under Fives serve, our policies and procedures, curriculum and daily practice.

Procedures

- Bolney Under Fives 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 two weeks. The supervisor inducts new employees and volunteers. The chair person inducts new supervisors and committee members.
- 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, Bolney Under Fives continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was amended and adopted at a meeting
of Bolney Under Fives

Held on

24/03/2014

Date to be reviewed

24/03/2016

Signed on behalf of the management committee

Name of signatory

Mrs Sarah Josling

Role of signatory (e.g. chair, director or owner)

Chair

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)

- Recruiting and Managing Employees (2011)