10 Staff, Volunteers and Student Policy

**10.06 Induction of Staff, Volunteers, Students and Managers**

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 and evacuation procedures.
* Ensuring our policies and procedures have been read and are carried out.
* Introduction to parents in the next newsletter, with a photo being displayed as part of the staff group picture-board and on the website.
* 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 will include close monitoring and instruction for at least two weeks while a new staff member familiarises themselves with the routines and practices of the setting. The manager inducts new staff and volunteers.
* The current pre-school manager will induct a new manager with a handover period of at least two weeks.
* 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.