

### **3.0 Staff Qualifications, Training, Support and Skills**

#### **3.1 Induction of employees and volunteers**

##### **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 Pre School Manager or Deputy Manager will carry out the inductions.
- 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 will continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

After a review by the Committee members and staff this policy was adopted at a meeting of the Wendens Ambo Pre-School Committee

held on: \_\_\_\_\_

Signed on behalf of the Management

Committee: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Role of signatory: \_\_\_\_\_