

## Wendens Ambo Pre-School

### 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

- [The New Early Years Employee Handbook \(Pre-school Learning Alliance 2019\)](#)
- [Recruiting and Managing Employees Early Years Staff \(2011-2016\)](#)

This policy was adopted by Wendens Ambo Pre-School [Committee](#)

On \_\_\_\_\_

Date to be reviewed November 2020

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

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