



# INDUCTION OF EMPLOYEES AND VOLUNTEERS POLICY

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## **Safeguarding and Welfare Requirement: Staff Qualifications, Training and Skills**

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.

### **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 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 is completed within the first half term of joining and the Manager inducts new employees and volunteers.
- 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.