



Education, Encouragement, Enjoyment

Meadow Nursery School Policies and Procedures



Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

3.1 Induction of staff, volunteers and managers

Policy statement

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 where appropriate.
 - 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, especially parents of allocated key children where appropriate.
 - 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 lasts at least two weeks. During this period, new staff / volunteers / managers will be provided with the induction plan, and it will be reviewed by their line manager with them. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- This induction includes review and understanding of our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within the induction plan.
- During the induction period, the individual must demonstrate an understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 st March 2014
Policy reviewed	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst

Signed by Nursery Manager	
Name	Debbie Hill