**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.

**A volunteer is defined as:** a non-paid individual who regularly assists at the nursery.

**For the purpose of clarity:** It does not include individuals (parents/carers/family members/family friends) helping in a voluntary capacity in events such as nursery fundraising where children are supervised by their parents/carers

# **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, training and understanding of our Whistleblowing Policy, Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within the induction plan.

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| **This policy was adopted at a meeting of the**  **Meadow Nursery School Parents’ Association Committee** | |
| **Held on** | 31st March 2014 |
| **Policy reviewed** | March 2020 |
| **Date to be reviewed** | March 2021 |
| **Signed by Chair** |  |
| **Name** | Jo Hargreaves |
| **Signed by Nursery Manager** |  |
| **Name** | Debbie Hill |

* 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.