



## INDUCTION POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	January 2012

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	January 2010	Checked against PSLA guidelines
1.1	February 2010	Added Child Protection to induction plan

### Policy Statement

Lydiard Millicent Pre-school provides 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, the curriculum and daily practice.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

### Procedure

We have a written induction plan for all new staff, which includes the following:

- Introduction to all staff and volunteers, including committee members.
- Familiarisation with the building, health and safety and fire procedures.
- Familiarisation with policies and procedures.
- Familiarisation with Safeguarding Children issues
- Introduction to parents, especially parents of children they will be key worker for.
- Familiarisation with confidential information, as applicable, in relation to any children they will be key worker for and for any other children where there is a need to know.
- Details of the tasks and daily routines to be completed.

The induction period lasts two weeks. The Pre-school supervisor is responsible for the induction of new staff and volunteers. The chairperson or a nominated deputy from the Committee is responsible for the induction of a new supervisor.

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.