



Registered Charity No 1035670

Staff/Volunteers Induction Policy

This is Beckley Preschool's policy on staff/volunteer induction.

Statement of intent

We aim to ensure that anyone new to the setting is made to feel welcome and settles in quickly and smoothly.

Method

In order to achieve this aim, we operate the following policy.

New members of staff or volunteers will be inducted by the Manager. Introductions to other staff and volunteers will be made a priority.

A general induction session will be carried out on the first day of employment.

A copy of the employee pack will be given and when all policies/procedures have been read they will sign the appropriate form to confirm understanding and willingness to abide by them.

The Manager will carry out a review of the induction process within four weeks of the start date.

A performance review will be carried out by the Manager at the end of the probation period.

The induction process will include the following:

- Welcome new staff member and introduce them to the others in the team.
- Explain policies.
- Shown around setting.
- Staff pack provided.
- Organisation history and plans explained.
- Job description discussed.
- Safeguarding e-learning training undertaken.
- Opportunity to observe work practice.
- Simple but relevant job given for the first day.
- Equipment demonstrated.
- Health and safety explained.
- Review and evaluation explained.
- Checked understanding at the end of the session.

This policy was adopted by the Management Committee of Beckley Preschool on 22nd May 2008. It is reviewed annually