

Staff Induction Policy



Parkway Pre-School

Policy Statement

We provide an induction for all staff and volunteers to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

Our staff induction includes the following:

- Introductions to all staff and volunteers.
- Familiarising with the building, health and safety and fire 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 manager inducts new staff and volunteers. Following induction, the individual should be able to demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period. This will be recorded by completion of an induction check list which must be signed by the new staff member and Manager.
- Any information gained by staff about children, families or other adults in the pre-school must always remain confidential.

Review September 2027