



FIRST STEP PLAYGROUP



Policies and Procedures

2. Suitable People

Employment

6.3 Induction of staff, volunteers and managers

Policy Statement

At First Step Playgroup 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

- Our induction plan for all new staff includes the following:
 - Introductions to all staff and volunteers, including management and directors.
 - 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 induction period lasts one month. The manager inducts new staff and volunteers. The directors or senior manager inducts new managers which lasts 3 months.
- 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.

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

16th September 2016

Date to be reviewed

September 2017

Signed on behalf of the management

Name of signatory

Angie Kelly

Role of signatory (e.g. chair/owner)

Playgroup Director

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