



Employment - 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 nursery, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

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

- Introductions to all staff and volunteers, including management.
- 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.
- Discussing the Safeguarding procedures are ensuring they are understood.
- Discussing the behaviour management policy and what strategies we use.
- Explanation of job description and what is expected from employees or volunteers.
- Ensuring new employees are aware the first aiders when on premises and any allergies/medications for particular children.
- How to report accidents and incidents as well as existing injuries.