



Employment

E2 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 setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

All staff and volunteers who work more than occasionally with the children have enhanced DBS disclosure checks.

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including management committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read and adhered to.
 - 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 two weeks.
- The manager or deputy manager inducts new staff and volunteers. The manager and/or the Trustees induct new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Volunteers do not manage the personal care of the children.
- Successful completion of the induction forms part of the probationary period.

- The normal probationary period for new staff will be 6 months. (Please refer to Employee Handbook for further information)

During the probationary period, including any extension periods, employment may be terminated by either the Chair of the Trustees or by the employee giving one week's notice in writing. Line managers will undertake regular reviews with new staff to provide opportunities for feedback and discussion, prior to approval of probation.

- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

April 2013

Date to be reviewed

Reviewed Spring 2023

Next review Spring 2025

Signed on behalf of the management
committee

Vicky Baker – Chairperson

Tracy Parkins - Manager

Other useful Pre-school Learning Alliance publications

The New Early Years Employee Handbook (Pre-school Learning Alliance 2019)

Recruiting Early Years Staff (2016)

People Management in the Early Years (2016)

Other useful information

Little Fishes Preschool Employee Handbook