

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Staff qualifications, Training, Support and Skills Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.



High Quality Care for All Children
A Firm Foundation for Education

3.1 Induction of staff, volunteers and managers.

Policy Statement.

Coniston Early Years Centre provides 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

- We have a written induction plan for all new staff which includes the following; - Introductions to all staff and volunteers, including the Trustees.
- Familiarising with the building, health and safety, and fire and evacuation procedures.
- Ensuring our policies and procedures have been read and 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 for 3 months. Senior staff are responsible for inducting new staff and volunteers. The Chair of Trustees or senior manager inducts new managers.
- 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. Other useful Pre-School learning Alliance Publications
 - Employee Handbook (2012)
 - Recruiting and Managing Employees (2011)

Reviewed by

Manager Date

Staff Date

Trustees Date