



Induction of Staff, Volunteers, Committee Members and Students

Policy Statement

At Whitsers we provide an induction for all staff, volunteers, committee members and students in order to fully brief them about the setting, our policies and procedures, curriculum and daily practice.

Procedures

- We have a written induction plan for all new staff, students and volunteers, 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 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.
 - The importance of confidentiality in the role of the person, management committee and all staff members.
- The Play Leader inducts new staff, volunteers and students. If the current Play Leader resigns we will ensure there is period where the resigning Play Leader will induct the new Play Leader. If it is not possible the Deputy will complete the induction.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and sign an induction form to state they have understood everything in the induction process.
- Successful completion of the induction forms part of the probationary period.
- All new committee members must have a handover from the resigning committee member with particular emphasis on their role and the importance of confidentiality.

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