

Employment



**Rudgwick
Pre-School**

Induction of staff, volunteers and managers

Policy statement

At Rudgwick Pre-school 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. Volunteers are also expected to comply with the Prevent Duty and to exemplify British Values such as tolerance and respect.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

- 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 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 two weeks, reviews carried out regularly, recorded and feedback given. The supervisor inducts new staff and volunteers. The chairperson inducts new supervisors.
- 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 is to be extended where necessary.
- 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	Rudgwick Pre-school
Held on	<hr/> 18 th May 2023
Date to be reviewed	<hr/> 18 th May 2025
Signed on behalf of the management committee	<hr/> <i>William Baldwin</i>
Name of signatory	<hr/> William Baldwin
Role of signatory	<hr/> Chairperson

Other useful Early Years Alliance publications

- Recruiting and Managing Employees
- Employee Handbook