



Suitable person

2.2 Staff and volunteer inductions: policy and procedures

Policy statement

All staff and volunteers go through an induction process to fully brief them about the setting, the families we serve, our policies and procedures, the curriculum we follow and our daily practice.

Procedures

- We have a written induction plan which includes:
 - Introductions to all the staff and volunteers currently in the setting
 - Familiarisation with the building, health and safety, and fire procedures
 - Reading our policies and procedures
 - Introduction to the parents of key children (where practicable)
 - Familiarisation with the key children, including any confidential information
 - Details of the tasks and daily routines to be completed.
- The induction period lasts four weeks.
- The inductions are carried out by the Manager or Deputy Manager.
- During the induction period, the new member of the team must demonstrate their understanding of our policies, procedures, tasks and routines.
- All staff are given a staff welcome pack.
- All staff complete online PLA training on safeguarding in the first week and online training on the EYFS and Positive Behaviour Management by the end of week three.
- The induction process must be successfully completed before the probationary period can come to an end.

Temporary and bank staff go through a simplified induction process.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	



September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	