



Together, caring and learning

Induction Policy

Staff, students and volunteers need to follow an induction process to work effectively and safely at pre-school. The process is more rigorous for staff members but all helpers are expected to be familiar with our policies and procedures as far as they apply to them.

Parent helpers are asked to read the guidelines in the kitchen on their first visit and a member of staff will emphasise safeguarding issues.

Students either on long term or short term placements should refer to the relevant policies regarding expectations. The induction process for a student will be tailored to their individual circumstances according to the amount of time to be spent in the pre-school and the nature of their studies. It will always include evacuation procedures, safeguarding and confidential information.

Staff members' induction includes first aid kits, accident recording, confidential information, safeguarding, evacuation procedures, job description, health and safety/security, the routine and planning procedures. A new staff member is not expected to learn everything immediately. The manager will go through the recruitment and induction checklist with them gradually over their first few days and check one bit at a time.

All staff receive regular reminders about policies and procedures, safeguarding, health and hygiene etc. as it is recognised that all the necessary knowledge cannot be embedded and remembered once and for all on entry to the pre-school.

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