

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



Employment

2.2 Induction of staff, volunteers and managers

Policy Statement

At Gorran Pre-School Hoglets we provide an induction for all staff, committee and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

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	

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. The manager inducts new staff and volunteers. The chairperson 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.
- Parent helpers are given a brief induction on their first session which comprises familiarising with the building, health and safety and fire procedures, introduction to staff and children and details of tasks to be conducted. Parents will also be made aware of the preschool policies file if they wish to familiarise themselves with the preschool policies.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)

This policy was adopted at a meeting of	Gorran Pre-School Hoglets	name of setting
Held on	30 th September 2015	(date)
Date to be reviewed	30 th September 2016	(date)
Signed on behalf of the management committee	Michelle Beard	
	Michelle Beard	
Role of signatory (e.g. chair)	Pre-School Leader/Nominated Person	

INFORMATION ABOUT STAFF/VOLUNTEERS/STUDENTS/COMMITTEE

Full name _____

Role _____
e.g. staff title/volunteer/student/committee member

Address _____

Telephone contact numbers

Home **Day** _____ **Evening** _____

Work **Day** _____ **Evening** _____

Mobile **Day** _____ **Evening** _____

EMERGENCY CONTACT DETAILS

Name _____

Relationship to above **Partner** **Family** **Neighbour**
 Friend **Work Colleague**

Tel No: _____ **Mobile tel no:** _____

Any other comments: eg Allergies, medical conditions

Signed _____

Print name _____ **Date** _____