**3.1 Induction of employees and volunteers**

**Policy statement**

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

**Procedures**

* We have a written induction plan for all new staff, which includes the following:
* Introductions to all employees and volunteers including management committee members.
* Familiarisation with the building, health and safety, and fire and evacuation procedures.
* Ensuring our policies and procedures are read and adhered to.
* Introduction to the parents, especially parents of allocated key children where appropriate.
* Familiarisation with confidential information in relation to any key children where applicable.
* Details of the tasks and daily routines to be completed.
* The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team 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.
* Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

**Other useful Pre-school Learning Alliance publications**

* Employee Handbook (2012)
* Recruiting and Managing Employees (2011)