**2.1 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 key policies and procedures are read and adhered to and staff meetings are attended to read and review policies as a team.
* 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 four weeks. The manager inducts new employees and volunteers.
* 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.

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

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