3.1 Induction

Policy Statement

We provide an induction for all staff and volunteers in order to fully brief them about the Nursery School, 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 staff and volunteers.
    - 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.
- During the 2-week induction period, the staff must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

Other useful PLA publications

- Recruiting Early Years Staff (Sept 2015, 2016)

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	No changes, part of annual review
23/01/2026	Veronica van Ingen	No changes