

PEMBURY SCHOOL HOUSE NURSERY

STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

Induction of Employees and volunteers Policy



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.**
 - **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.**
- **During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.**
- **Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.**

This policy was updated and adopted by the Trustees of Pembury School House Nursery.