



CHOLSEY PRE-SCHOOL POLICIES

Policy Name – Inductions for Staff, Volunteers and Managers

Policy Number – CPS404

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Policy Statement

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

Induction Plan

Inductions for Staff, Committee members and visitors vary according to their involvement and time in Pre-School.

Staff

The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson inducts new managers. During the induction period, the individual must demonstrate an understanding of and compliance with policies, procedures, tasks and routines.

- Familiarising themselves with the building, health and safety, and fire and evacuation procedures.
- Ensuring Pre-School policies and procedures have been read and are carried out.
- Introduction to parents, especially parents of allocated key children, where appropriate.
- Familiarising themselves with confidential information, where applicable, in relation to any key children.
- Details of the tasks and daily routines to be completed.
- Successful completion of the induction forms part of the probationary period.

Committee

- Ensuring Pre-School policies and procedures have been read and are carried out.
- Understand the role of committee members, as detailed in policy CPS402 – Parental Involvement.
- When visiting the Pre-School complete the Visitor induction.



Visitors, including volunteer parents

- Ensure they have registered as present (as an additional person) in the setting.
- Read and signed to say they understand the conditions of entry to the Pre-School. This is a short written text detailing what to do in an emergency and acknowledging safeguarding practices within the setting.
- Familiarising themselves with the building, health and safety, and fire and evacuation procedures.