



Staff Induction Policy

We want to make sure that a new member of staff becomes effective as quickly as possible.

In order to accomplish this we aim to offer an induction programme as follows:-

- Introduce new members to our staff team, informing them of Leaders, First Aiders, Equality of Opportunities, Behaviour Management, Safeguarding Children and Child Protection, Health & Safety and Inclusion officers.
- Give all new staff a copy of our Staff Induction Folder, which includes all policies.
- Inform new staff members of fire evacuation procedures and how to record accidents/incidents.
- Give all new staff members a copy of the weekly rota and explain their roles
- Inform new staff members of all the security measures in place to keep children safe and explain the need to maintain confidentiality.
- Ensure contract of employment is given, listing hours of work, holiday entitlement, grievance procedures, sick pay etc.,
- Advise them, under the Data Protection Act, that certain staff details are held on computer.
- Staff appraisals will be carried out by the Pre-school Leader annually
- Supervision meetings will be carried out every three months
- All staff members will be encouraged to attend training courses to aid their development in child care and to access CPD.
 - Inform new members how the Key Person system works. All staff are required to keep records of their individual Key Person children, evaluate activities and attend staff planning meetings
- Health & Safety of staff - refer to Risk Assessment policy

Signed: _____

Policy Date: _____

Review Date: _____