



Waltham Pre-School

Induction of Staff, Volunteers, and Managers

Policy Statement

We provide an induction for all new staff, which includes the following:

- Introductions to all staff, volunteers, including management.
- Familiarising with the building, health and safety and fire/evacuation process
- Ensuring our policies and procedures have been read and carried out.
- Introduction to parents, especially parents of their allocated key children
- Familiarising them with confidential information where applicable in relation to their key children.
- Details of tasks and daily routines to be completed.
- The induction period lasts two weeks or as required. The managers induct new staff and volunteers.
- During the Induction period, the individual must demonstrate understanding of compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

Other Useful Publications

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