



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

EMPLOYMENT

General Welfare Requirement: Suitable People

The Pre-School must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so

2.2 – INDUCTION OF STAFF, VOLUNTEERS AND MANAGERS POLICY

POLICY STATEMENT

We provide an induction for all staff, volunteers and managers in order to fully brief them about the Pre-School, the families we serve, our Policies and Procedures, curriculum and daily practice.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key Person	3.2 Supporting every child	N/A

PROCEDURES

- We have a written induction plan for all new staff, which includes the following:
 - ❖ Introductions to all staff and volunteers, including members of the Committee
 - ❖ Familiarising them 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
- The induction period lasts two weeks. The Pre-School Practice Manager inducts new staff and volunteers. The Committee Chairperson inducts new managers

- During the induction period, the individual must demonstrate understanding of and compliance with Policies, Procedures, tasks and routines
- Successful completion of the induction forms part of the probationary period

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee