

# St Marychurch Pre-school

## Induction of practitioners,volunteers and managers policy

Statement of intent

It is our intention to provide an induction for all practitioners, volunteers and managers in order to fully inform them of the running of the pre-school, the families to whom we provide the service, our policies and procedures, curriculum and daily practice.

### **Aim**

The Pre-school has a written induction plan for all new practitioners, which includes the following:

- To help new employees to quickly feel part of the practitioners team and answer any personal queries they may have.
- Introduction to all practitioners and volunteers, including the management committee members.
- A tour of the building including information on the health and safety, fire and evacuation procedures.
- To learn about the security systems used by the pre-school.
- All practitioners have to sign they have read and agree to carry out all the policies.
- All practitioners are introduced to parents, particularly allocated children of the key person.
- All practitioners are to familiarise themselves with any confidential information where necessary concerning any children of any of the key people.
- Details of the tasks and daily routines to be completed.
- To learn about the expectations of the behaviour of practitioners and any personal allergies and dietary needs.
- To learn about meetings and the record keeping systems in place.

The induction period is to last two weeks. The manager inducts new practitioners 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. Successful completion of the induction forms part of the probationary period.

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.