Induction Procedures

When a new member of staff joins our team, every encouragement will be given to enable them to feel welcome and settled within our group.

On the first day, once the children are settled and the session has begun the manager will spend some time with the new team member, running through the day-to-day organisation of the session. To ensure that the new staff member has all the information that they need. During this time the expectations of the group will be discussed, such as; punctuality, training, planning meetings, necessary paperwork and use of equipment.

Issues relating to the routine and general running of the sessions such as; hours, how the sessions run, record keeping and roles and responsibilities, and key worker roles will also be discussed.

A complete set of the preschool Policies and Procedures, the new staff introductory handbook and risk assessments will be given to the new member of staff to study. After two weeks a further informal chat will take place to discuss the Policies and the staff member will be required to sign a declaration that they have read and are prepared to accept and adopt the policies in their work at the preschool.
During the second briefing there will be plenty of opportunity given for the new staff member to discuss any issues which may be of concern to him/her or to ask any questions which will help enable them to work effectively as part of our team.

At the end of the probation period (6 months) the new member of staff will have a meeting with the manager to discuss their position within the group. If the appointment is confirmed then an appraisal will follow, and the staff member will be supported and encouraged to be an active member of our team, encouraged to participate with their thoughts and ideas and to contribute towards the smooth running and organisation of our preschool, for the advantage of all our staff team, children and their families.

All students and young adults attending for work experience will attend an induction setting either prior to, or on the first day that they attend the setting. Their role description will be discussed and agreed, and the settings Code of Conduct will be discussed, students will then sign the documents as evidence that they have been discussed and agreed.