Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

E-mail: littleacorns1@btconnect.com

Web Site: www.littleacornsashford.com

**Manager: Mrs Donna White**



P.L.A. Membership No. 202255

Registered Charity No. 1185961

**Induction of staff, volunteers and managers**

**Policy statement**

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

**Procedures**

* We have a written induction plan for all new staff, which includes the following:
* Introductions to all staff and volunteers, including our Board of Trustees members.
* Familiarising with the building, health and safety, and fire and evacuation 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 at least two weeks. The manager inducts new staff and volunteers. The 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 |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |