



LADYBIRDS NURSERY

Induction of Staff, Volunteers and Managers

Employment

Policy Statement

At Ladybirds Nursery 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.

The aim of the policy is to:

-  Give colleagues a clear understanding of the aims of the nursery
-  To enable smooth and effective team building
-  To give colleagues an effective introduction to our practice
-  To recognise the skills new employees are going to be bringing to Ladybirds Nursery

Procedures

We have a written induction plan for all new staff, which includes the following

-  Introductions to all staff and volunteers, including management
-  Working Hours
-  Holidays
-  Familiarising 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 key children
-  Details of tasks and daily routines to be completed
-  Safeguarding procedures
-  Whistleblowing procedures
-  Use of mobile phones
-  Confidentiality
-  Handling clinical waste
-  Security
-  Fire Drills
-  Prevent Duty

The induction period lasts as long as it needs to depending on how long it takes people to understand the procedures. The manager/deputy inducts new staff and volunteers, and the proprietor inducts new managers.

During the induction period, the individual demonstrates understanding of, and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed July 2016

Date to be Reviewed July 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.