



Registered Charity No. 1022409

2 Suitable people

2.6 Induction of employees and volunteers

We provide an induction for all employees and volunteers to fully brief them about the preschool, the families we serve, our policies and procedures, curriculum and daily practice.

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers including committee members.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents/carers, especially parents/carers of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The preschool manager inducts new employees and volunteers. The deputy preschool leader inducts a new preschool manager if the preschool manager has already left.
- 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.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted on

6th September 2025

Date to be reviewed

6th September 2026

Signed by committee chairperson

Signed by preschool manager
