**Eldene Pre-School & Toddlers**



**3.1 Induction of Staff Policy**

**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 management committee members.
* Familiarising with the building, health and safety, fire and evacuation procedures.
* Ensuring our policies and procedures have been read and are carried out.
* 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 or senior manager 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.
* 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 at a meeting of Eldene Pre-School & Toddlers.

Held on:- 8th July 2019

Date reviewed: October 2023

To be reviewed on:- October 2024

Signed on behalf of Eldene Pre-School & Toddlers.

1. Hanrahan

Ann-Marie Hanrahan - Chairperson