



Induction of staff, volunteers and managers

Policy statement

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

Procedures

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

An introduction to all the staff and volunteers including management and the trustees

Familiarising with the building, health and safety and Fire evacuation procedures.

Ensuring our policies and procedures have been read and are carried out. Signature of staff that they have read these will be taken for the staff folder.

An introduction to parents

Familiarising them with any confidential information that is relevant for them to know

Details of the tasks and the daily routines that would need to be completed in line with their role

The induction period last 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.

All induction forms are signed buy the new staff or volunteer as well as the manager or committee member who is undertaking the induction. These are then filed in the staff file.



3.1 Induction of staff, volunteers and managers

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date August 2024