



Staff induction policy

The purpose of this induction programme is to fully brief all staff, volunteers and managers to gain an understanding of the function, responsibilities and practice of the setting.

The induction will be co-ordinated by the Pre-School manager or Deputy manager. When appointing a new manager the existing manager will be required to complete, along with the chair(s). An induction check list is used, this covers all the relevant areas. When a subject has been covered, the staff member, volunteer or manager will sign the relevant box. It is essential that all areas are covered so that they are aware of the tasks and daily routines. The induction programme will help the appointed staff member to familiarise themselves with the building, health and safety and fire procedures.

On taking up the position the new staff member, volunteer or manager will be asked to attend an induction session before they start the post. If this is not possible, the induction should be completed within the first two weeks, again where possible. Following the completion of the induction programme, the new member of staff, volunteer or manager will move on to formal staff supervision and appraisal.

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

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

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: