



7.01

Induction of Employees and Volunteers

Policy statement

Through its induction practices Silverhill School & Day Nursery seeks to ensure the effective integration of new employees into the organisation for the benefit of both new employees and the school. The induction programme will normally consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of employment and a clear outline of the role and its requirements.

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

The line manager will arrange a comprehensive and useful induction before or on the start date - a mutually convenient time will be arranged.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to employees and volunteers
 - 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, especially parents 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 manager inducts new employees and volunteers. A member of the senior management team inducts new managers.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work. Supervisions will cover any particular concerns around child development or well-being including any child protection concerns. Staff will also receive support to improve their professional development.
- Staff are given a six month probation period. During the probation period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Areas for development will be identified and supported.

This policy was adopted by	Silverhill School & Day Nursery
Date	January 2019
Review date	January 2020
Name of signatory	Mrs Jenifer Capper
Role of signatory	Headmistress