



Induction of employees and volunteers procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers including management 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, 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 induction period lasts at least two weeks. The manager inducts new employees and volunteers.
- 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 procedure was adopted by	Skylarks Community Preschool	<i>(name of provider)</i>
On	1 st August 2022	<i>(date)</i>
Date to be reviewed	1 st August 2023	<i>(date)</i>
Signed on behalf of the provider	<i>Kathleen Thomson</i>	
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	

Date Reviewed	Changes	Signature
7 th August 2023	N/A	<i>Kathleen Thomson</i>
14 th August 2024	N/A	<i>Kathleen Thomson</i>
15 th August 2025	N/A	<i>Kathleen Thomson</i>

