

Family Arena

Safer Recruitment - Induction Induction of Staff and Volunteers

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

1. We have a written induction plan for all new Project Lead and Volunteers, which includes the following:
 - a. Introductions to all staff and volunteers, including welcome tour.
 - b. Familiarising with the building, health and safety and fire procedures.
 - c. Ensuring our policies and procedures have been read and are carried out.
 - d. Introduction to parents, especially parents of allocated key children where appropriate.
 - e. Familiarising them with confidential information where applicable in relation to any key children.
 - f. Details of the tasks and daily routines to be completed.

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2. The induction period is structured to ensure that all learning points as well as Policies and Procedures are covered.. The Project Lead, Coordinator and facilitator induct the new staff and volunteers.
 3. During the induction, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
 4. Successful completion of the induction forms part of the Safer Recruitment Process.

Other useful Early Years and Childcare publications

- Employment in Early Years Settings (2007)

Signed: _____

Dated: 25th May 2015