



## Staff, volunteers and students' procedures

### Induction of Employees and Volunteers

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

- We have a written induction plan for all new staff members, which includes the following:
  - Introductions to all employees and volunteers, including management committee members where possible.
  - Completing Safeguarding Level 2, Prevent Duty and FGM within the first 5 days of employment.
  - Familiarising with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures have been read and adhered to.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The management team inducts new employees and volunteers.
- A Nursery Director inducts all 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.
- Following induction, we continue to support staff members to deliver high quality performance through regular supervision and appraisal of their work.