



## **Staff Induction Policy**

### **Policy Statement**

Tiggers Pre-School provides an induction for all staff and volunteers. The induction process enables new employees and volunteers to become familiar with their job roles, responsibilities and to help them settle in. The induction will provide all the necessary information needed to work effectively within our team and understand the expectations of the management and committee.

### **Procedures**

New staff are to be provided with the following:

- A staff contract
- Information regarding their probation period, review and appraisal system
- A staff handbook
- An electronic copy of the pre-schools policies and procedures. Safeguarding, equal opportunities, Special Educational needs, Confidentiality, Mobile phone and Social Networking policies will be highlighted and discussed.
- Familiarisation with the building, health and safety and fire procedures
- Details of the daily tasks and routines
- A copy of the Early Years Foundation Stage Framework
- An induction to the other staff members and to the parents/carers.

A new member of staff/volunteer's suitability would depend on:

- Confirmation of an enhanced DBS check at enhanced level
- At least two satisfactory references
- Confirmation of identity and eligibility to work in the UK
- Copies of and sight of original qualifications

Confirmation of medical suitability to undertake duties in accordance with their job description