



Smalley Pre-school Induction of Employees and Volunteers Policy

(Registered Charity No. 1033193)

Church Hall, Main Road, Smalley, Ilkeston, Derbyshire DE7 6EF
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Policy statement

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

Procedures

- We have a written induction plan for all new staff and volunteers, which includes the following:
 - Introductions to all employees and volunteers (including committee members).
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring 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. A member of the committee inducts 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 our staff to deliver high-quality performance through regular supervision and appraisal of their work.

Further guidance

[Recruiting Early Years Staff](#) (Early Years Alliance)

[People Management in the Early Years](#) (Early Years Alliance)

[Early Years Foundation Stage Statutory Framework for Group and School-based Providers](#) (DfE, 2025)

[Keeping Children Safe in Education](#) (DfE, 2025)

[Equality Act 2010](#)

This policy was adopted by Smalley Pre-school

On 16.01.26

Date to be reviewed 16.01.27

Signed on behalf of the provider

Name of signatory

Joanne Rothwell

Role of signatory (e.g. chair, director or owner)

Chair of the Committee