



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 3.1 - INDUCTION OF STAFF, VOLUNTEERS AND MANAGERS

#### Policy statement

Central@RLK provides an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, the settings policies and procedures, curriculum and daily practice.

#### Procedures

- Central@RLK has a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including management committee members.
  - Familiarising with the building, health and safety, fire and evacuation procedures.
  - Ensuring the settings policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarising them with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
  - Signing of a confidentiality agreement.
- The induction period lasts at least 12 weeks. The management team inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- The induction period may be extended if either party feels that more time is needed to reach the high standard of practise and understanding needed to fulfil their role.
- Successful completion of the induction forms part of the probationary period.

#### **Other useful Pre-school Learning Alliance publications:**

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2016</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>



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