



Staff Induction Policy

At WildTime PlayGroup we must ensure that all staff receive induction training to help them understand their roles and responsibilities.

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, curriculum and daily practice.

Procedures

- Our induction plan for all new staff includes the following:
 - Introductions to all employees and volunteers including those working with other on-site WildTime provisions.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our 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. For WildTime PlayGroup the playgroup manager will lead the induction of new staff. For WildTime NatureSchool new staff will be inducted by The WildTime NatureSchool manager. New managers will be inducted by a combination of senior WildTime management and the outgoing manager of the setting.
- 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.

This policy was adopted by	<u>WildTime Education</u>	<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed	<u>annually</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Dominic Miles</u>	
Role of signatory (e.g. chair, director or owner)	<u>Owner</u>	

Other useful Pre-school Learning Alliance publications

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