

Induction Policy

The purpose of the nursery induction is to provide new recruits, whether they be members of staff, volunteer helpers or students - with sufficient information, knowledge and skills to work effectively within the setting.

In order to familiarise new recruits with :

- an understanding of the setting,
- the main responsibilities and tasks of the job,
- an awareness of the roles of other team members,
- the main terms and conditions of employment,

The induction training will be undertaken by the manager or deputy manager.

The nursery will provide copies of its policies on:

- Health & Safety
- Safeguarding
- Equality & Diversity
- Confidentiality

Copies of all policies are kept on the premises and are always available for reference. They may also be accessed online via our website www.plumeavenuenursery.co.uk.

New recruits will be:

- required to complete a DBS form and produce relevant personal details.
- required to complete a staff information form.
- allocated a mentor as first point of contact for support and guidance.
- given the appropriate training to enable them to complete our induction checklist.
- required to undergo a probationary interview meeting within 4 weeks of start date.



Signed : *Steve Catley*
Date : reviewed September 2016

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Policy ID : 2.2