Our policy reflects the welfare requirements of the EYFS 2024

**Policy statement**

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

**Procedures**

* We have 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 and evacuation procedures.
  + Our safeguarding and child protection procedures and time to read the policy, and other relevant information associated with safeguarding in the setting.
  + Familiarisation with the Equal Opportunities Policy.
  + Ensuring that new practitioners understand the importance of our policies, familiarisation with the contents of the policy folder and making the practitioners aware of the need to read procedures and carry them out.
  + Introduction to parents, especially parents of allocated key children where appropriate.
* Discussion about confidentiality followed by a discussion to familiarising them with confidential information where applicable in relation to any key children.
* Details of their role and the daily routines to be completed.
* The induction period lasts two weeks. The manager 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.
* Successful completion of the induction forms part of the probationary period.

This policy was reviewed and adopted at a meeting of Portreath Pre-School held on 22.03.2019

Last reviewed and amended: 24/06/2024