

Induction Policy

The purpose of the nursery induction is to provide new recruits, whether they be members of staff, volunteer helpers or students - with the appropriate 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 their role,
- an awareness of the roles of other team members,
- the main terms and conditions of employment,

The induction training will be undertaken by a member of the management team, usually the 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 comply with an application for search by the Disclosure Barring Service 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 (copy attached)
- required to undergo a probationary interview meeting after 1 week, 2 weeks and 4 weeks.



Signed : *Steve Catley*
Date : reviewed June 2024

- Page 1 of 1 -

Induction Policy
© Plume Avenue Nursery

Policy ID : 2.2