



Title	Induction of staff, volunteers and committee
Code	LGPGSPEI
Author	PLA 2008; B Ward
Version	1.10
To be renewed on	March 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

## 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. This includes:

- Information about the setting, history and mission statement; as well as any future plans and developments.
- A tour of the group and introductions to all staff and committee associated with the group.
- Requirements of the job:
- Roles of other members of the team, how work will be supervised, introductions to colleagues, areas of strength/special interests, areas for development/training and a career plan.
- Ensuring that the new staff are aware of all terms and conditions and employment policies laid out in the staff handbook and the policies and procedures document to cover:
- Equal opportunities, harassment, dignity at work, whistle blowing etc...as well as absence/sickness procedures, working hours, arrangements for breaks, holiday restrictions, arrangements for requesting special leave, discipline and grievance procedures.
- Ensuring an understanding of the structure of the playgroup and all the key individuals.
- The expectations of staff by the playgroup including: punctuality, dress code, personal use of the facilities, attendance at meetings, training and levels of performance.
- Quality assurance procedures:
- Probationary period, appraisals and training and development for staff.
- Familiarising with the building including:
  - Break facilities, toilets, lockers, car parking, notice boards and communication systems.
  - Health and safety and fire policies and procedures.
- Ensuring our policies and procedures have been read and are carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising staff with confidential information where applicable in relation to any key children.
- Details of the tasks and daily routines to be completed.
- The initial induction period lasts two weeks, and the full induction within 6 months. The playgroup leader inducts new staff and volunteers. The chair of the committee inducts new playgroup leaders.
- 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.

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

- Employment in Early Years Settings (2007)

This policy was adopted at a Committee meeting of Linton Granta Playgroup and Toddlers		
Held on	7 <sup>th</sup> July 2009	
Date to be reviewed	March 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Ann King	Vanessa Webb
Role of signatory	Chair	Secretary