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**Induction of staff, volunteers and managers**

**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 list for all new staff, which includes the following:
* Introductions to all staff and volunteers, including management committee members where appropriate.
* Familiarising with the building, health and safety, and fire and evacuation 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 them with confidential information where applicable in relation to any key children.
* Details and support with the daily routines of the setting.
* The induction period lasts at least two weeks. The manager and deputy induct new staff and volunteers. The Chair (with the support of the deputy and staff) inducts new managers.
* During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. All policies and procedures must be read, understood and signed within 3 months of start date.
* Successful completion of the induction forms part of the probationary period.

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