



Induction of employees and volunteers

Stretton Pre-School provides a full and comprehensive induction for all employees and volunteers, this is to inform the employee and/or volunteer about the setting, the families who access the setting, the policies and procedures, the curriculum and the day to day running of the setting.

Data protection

In the implementation of this policy, Stretton Pre-School may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform Stretton Pre-School for the benefit of implementing this policy. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with Stretton Pre-School's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under Stretton Pre-School's disciplinary procedure.

Procedures

- The pre-school provide a written induction for all staff, including
 1. Introduction to all employees, volunteers and committee members (where possible)
 2. A tour of the building, health and safety, fire and evacuation procedures
 3. All policies and procedures are read and adhered to
 4. Introduction to parents (especially key children and parents)
 5. Tasks and daily routines
- All practitioners have an induction period that lasts 3 weeks - The Pre-School Manager or Named Deputy will induct all new staff, and the Chair Person will induct all new pre-School Manager. The Health and Safety nominated person (Charlie Baxter) will complete the Health and safety section of the induction.
- During the induction - staff must demonstrate understanding and compliance of policies and procedures, including tasks and routines

- Successful completion of induction forms part of the probation period
- After the induction the pre-school will continue to support staff to deliver high quality performance through regular supervision and appraisal.

This policy was adopted by

Stretton Pre-School

On

4 October 2018

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Emily Greenfield

Role of signatory

Chair person
