



## **16. Induction for New Staff Members and Regular Volunteers Policy**

### **Aims of Policy**

It is the Pre-School's policy to help our new employees to:

- Settle in quickly;
- Be provided with the information they need to do their jobs;
- Be given a sense of belonging; and
- Understand how their role fits into the context of the organisation.

### **Procedure**

The Operations Manager of the Pre-School will undertake:

- The drafting of the offer letter containing reference to, and enclosures where relevant, covering the following:
  - Provision of two copies of the contract, one to sign and return for placing on the staff file and one to keep;
  - A job description;
  - An introduction to pensions letter and supporting pension material;
  - A GDPR consent form to sign and return with the contract;
  - An allergies and medical conditions note to sign and return with the contract;
  - Provision of information on how to set up their staff email address;
  - Provision of information of where to find the Pre-School policies; and
  - A policies form to sign and return confirming they have read the key policies.
- DBS checks, references and other checks that may be required (eg into qualifications).

The Financial Manager of the Pre-School will undertake:

- The setting up of the payroll system for a paid member of staff.

The Pre-School Manager will arrange completion of:

- The induction checklist;
- The medical form to store on the staff files; and
- The emergency contact information form to store on the staff files.

The Pre-School Manager will ensure the new employee undergoes a detailed induction programme.

All key documents for staff reference are contained within the 'Staff Induction and General Information file' which is available for new and existing staff.

Furthermore, new staff will be given their own electronic copy of the key policies listed in Policy 1 – a Guide for Staff and Committee, and will be asked to sign to confirm they have read the key policies on joining and then annually afterwards.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date)\_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2007 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*May 2019 reviewed and updated*

*June 2020 reviewed*

**UNCRC related article:**

**Number 42**

Governments should make the Convention known to children and adults.