



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, which can be found on the website with an electronic copy of Policy 8 (Lockdown) being sent to staff on joining/when updated.
- 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.

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

June 2021 reviewed and updated

UNCRC related article:

Number 42

Governments should make the Convention known to children and adults.