



## **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 (e.g. 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 (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*

*July 2022 reviewed*

*June 2023 reviewed*

*September 2024 reviewed and updated*

**UNCRC related article:**

**Number 42**

Governments should make the Convention known to children and adults.