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**3.1 Induction of employees and volunteers**

**Policy statement**

At The Learning Meadow, we provide an induction for all employees, students and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice to ensure a high level of safeguarding.

**Procedures**

* We have a written induction plan for all new staff, which includes the following:
* Introductions to all employees and volunteers.
* Familiarisation with the building, health and safety, and fire and evacuation procedures.
* Ensuring our policies and procedures are read and adhered to especially our safeguarding and child protection policies.
* Introduction to the parents, especially parents of allocated key children where appropriate.
* Familiarisation with confidential information in relation to any key children where applicable.
* Details of the tasks and daily routines to be completed.
* The induction period lasts at least two weeks. The Manager inducts new employees, students and volunteers. A member of the senior management team inducts new Managers.
* During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
* Successful completion of the induction forms part of the probationary period.
* Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

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| This policy was adopted by | The Learning Meadow | *(name of provider)* |
| On | October 2018 | *(date)* |
| Date to be reviewed | October 2019 | *Thereafter annually* |
| Signed on behalf of the provider |  |
| Name of signatory | Dawn Pirie |
| Role of signatory (e.g. chair, director or owner) | Owner/manager |