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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(30) Induction of staff, students, volunteers and managers (EYFS – 3.21)**

**Policy statement**

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we provide care to, our policies and procedures, curriculum and daily practice.

**Procedures**

* We have a written induction plan for all new staff, which includes the following:
* Introductions to all staff and volunteers, including management committee members where appropriate.
* Familiarising with the building, health and safety, and fire and evacuation procedures.
* Ensuring our policies and procedures have been read and are followed accordingly.
* Introduction to parents, especially parents of allocated key children where appropriate.
* Familiarising them with confidential information where applicable in relation to any key children.
* Details of the tasks and daily routines to be completed.
* The induction period lasts at least two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager 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.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23