



Employment

Induction of staff, volunteers and managers

Policy Statement

Village Montessori Nursery School provides an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, 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 members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies and procedures have been read, signed and are carried out.
 - 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 two weeks. The manager inducts new staff and volunteers. The owner will induct new manager/s.
- 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.

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022

Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Other useful Pre-school Learning Alliance publications

- Employment in Early Years Settings (2007)