

PETER PAN PLAYGROUP

STAFF INDUCTION POLICY

Peter Pan Playgroup is committed to ensuring that all adults caring for and looking after the children in our setting feel welcomed, valued, safe and confident. We provide an induction for all staff and volunteers in order to fully brief them about the setting, the families we work with, our policies and procedures, curriculum and daily practice to ensure they feel confident members of our team and are clear about their roles and responsibilities.

We have an induction plan for all new staff, which includes the following:

- Introductions to all staff and volunteers, including management committee members.
- Familiarising with the building, health and safety, and fire procedures.
- Ensuring our policies and procedures have been read and carried out.
- Introduction to children and parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children and ensuring that confidentiality is maintained.
- Details of the tasks and daily routines to be completed.
- The curriculum.

The induction period lasts between two and four weeks. The Playgroup Supervisor will normally induct and mentor new staff members and volunteers. The Chairperson or senior manager will normally induct new Supervisors/Managers. New staff members will have the opportunity to 'shadow' other members of staff as she/he familiarises themselves with the setting and routines.

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.