

Induction Policy

The purpose of the nursery induction is to provide new recruits, whether they be members of staff, volunteer helpers or students - with sufficient information, knowledge and skills to work effectively within the setting.

In order to familiarise new recruits with :

- an understanding of the setting,
- the main responsibilities and tasks of the job,
- an awareness of the roles of other team members,
- the main terms and conditions of employment,
- the induction training will be undertaken by the manager or deputy manager.

The nursery will provide copies of its policies on:

- Health & Safety
- Child Protection
- Equal Opportunities
- Confidentiality
- Anti-Discriminatory and Anti-Bias Practices

Other nursery policies are kept on the premises and are always available for reference.

New recruits will be

- Given the appropriate training to enable them to complete our induction checklist.
- Required to complete a staff information form.
- Required to complete a CRB form and produce relevant personal details.