



## Induction Policy

All staff will be given an opportunity to settle into their role when starting work at St Michael's Preschool. They will be given an induction period and follow an induction programme.

During the induction programme new staff will have a tour of the whole school and meet the staff. The whole school child protection, safeguarding and health and safety policies will be discussed during a whole school induction meeting. There will also be opportunities to discuss the principles, policies and procedures of the preschool.

Within the preschool there are specific procedures to follow. It is during the induction period that new members of staff familiarise themselves with the procedures by reading the policies and procedures file, with particular attention paid to emergency evacuation procedures, safeguarding, child protection, equal opportunities and health and safety issues. New staff will have the opportunity to observe colleagues.

During the induction programme each new member of staff will be allocated a named supervisor who will conduct half-termly supervision sessions. A record of the induction programme will be kept in each staff members school personnel file as well as a record of their half-termly supervision sessions.

All volunteers and school staff helping out on a temporary basis will be taken through the induction checklist and asked to read the following policies/ procedures before starting any work in the preschool:-

- Play, learning and development
- Partnership with parents
- Positive behaviour management
- Child protection and safeguarding (\*not required for school staff)
- Emergency evacuation

Records relating to volunteers and temporary staff will be kept in the temporary staff file in the preschool office.

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