

## HAPPY HEDGEHOGS LTD

### Employment

#### 2.2 Induction of staff, volunteers and managers

##### Policy Statement

We provide an induction for all staff and volunteers 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.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read 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 managers inducts new staff and volunteers.
- 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.
- No one is allowed to be alone with children or are able to take them to the toilet with any sort of vetting taken place i.e. CRB

This policy was adopted at a meeting of

Happy Hedgehogs LTD

Held on

July 2020

Date to be reviewed

July 2021

Name of signatory

Carly Turner

Role of signatory

Director