

Induction of staff and volunteers Policy



Whiteley Preschool believes that a thorough induction is crucial to support new staff, volunteers, and parent helpers to the setting. Please read this policy in conjunction with the induction and mentoring forms attached (if applicable).

Whiteley Preschool will:

- Ensure an induction is started preferably before a person's start date or as soon after they start as possible.
- Ensure each staff member or volunteer is given a mentor within the setting.
- Ensure the mentoring system is explained to the mentor and the staff member.
- Ensure new staff are given a copy of all policies and procedures via our website or email.
- Ensure a DBS is completed as soon as practicably possible, ideally before commencing work/volunteering within the setting (this does not apply to parent helpers). For permanent members of staff DBS checks will be carried out termly.
- Ensure no staff member is alone with the children until the DBS has been returned successfully and their initial induction has been completed.
- Ensure new staff members have practical demonstrations (see induction form) and are not expected to complete practical tasks such as toileting children alone until approved by the manager.

This policy was adopted on: 14th July 2015

Reviewed on: 4th May 2023

Signed:.....Chairperson