



Stower Vale Pre-School

INDUCTION POLICY

Stower Vale Pre-School recognizes that high quality childcare and early education provision is dependent on the input of a professional, well qualified, highly motivated staff team. New members of staff are welcome to the pre-school team and are recognized for the skills, experience, knowledge and personal qualities that they bring to our work with families and young children.

All new members of staff will take part in an induction programme, overseen by Chairperson and Play Leader. As part of this programme, they will be introduced to everyone in the Pre-school and made to feel welcome, given information about staff facilities and arrangements for staff breaks and made aware of safety procedures.

The vision and values of the setting will be reiterated and the overall approach to the provision of high quality services for children and families will be explained.

All new employees will be expected to provide contact information and proof of identity. Certificates confirming qualifications and DBS checks done

As part of the induction process, new staff members will be given a copy of the setting's policies and procedures. The play leader will spend time going through these documents and explaining them in detail. Attention will be drawn to the setting's grievance and disciplinary policies and to the opportunities for training and professional development.

Dress code, expectations of behavior, absence policy and security arrangements for the building will be explained.

New appointees will be expected to read the paperwork provided and the Play Leader will check that policies and procedures have been understood and are being implemented. By the end of the induction period, a training programme will have been agreed, identifying the next steps to be taken to support the individual's professional development.