

Induction of Employees and Volunteers

Policy Statement

At Harvey Bears we provide an induction for all employees' students and volunteers. This fully informs them about our setting, the children and our policies and procedures. They are introduced to our daily practice.

Procedures

We have a written induction plan for all new staff including;

- Introduction to all staff, volunteers and committee members.
- Familiarisation with the building including, fire exits and the procedure we use to evacuate the building and any health and safety issues.
- We ensure new staff, volunteers and students have read and understood our policies and procedures.
- Introduce new staff to keyworker children and their families, when appropriate to do so.
- Require new staff to complete Confidentiality and Health forms.

The Induction period lasts 2 weeks in which they must demonstrate understanding of and compliance with the policies and procedures.

Successful completion of the induction process forms part of the probation period which lasts three months.

Following this induction period, we continue to support new staff to deliver high quality performance through regular supervision and appraisal of their work.