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Staff induction procedure

We provide an induction for all staff in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

We have a written induction plan for all new staff, which includes the following:

- introductions to staff and parents
- familiarisation with the building, health and safety and fire and evacuation procedures
- ensuring all the policies and procedures have been read and are carried out
- We discuss at length the procedures for safeguarding and the DMS and their role in the setting, we ensure all staff understand their responsibilities in terms of safeguarding children
- introduction to parents, especially parents of allocated key children where appropriate
- familiarising themselves with confidential information where applicable in relation to any key children
- details of the task and daily routines to be completed

The induction period lasts at least one week. The new staff will get a chance to gain experience and the work routines of the preschool, spending time with the children and the preschool leader, understanding the routine.

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.

A staff handbook along with the policies and procedures are available in the main hall these should be studied and known by all staff; any questions will be answered by any of the senior staff.

A meeting will be held with the new employee where a full induction check list will be completed.

Probationary meetings will be held at one month, three months and a final meeting at six months. The probationary period may need to be extended at the lead practitioners' discretion, should outcomes still need to be met.

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