



Induction Policy

Statement of Intent

We believe that we have a duty of care to the staff which starts on day one with a well planned, thoughtful induction. We believe that a thoughtful induction can reduce staff turnover and make for a more effective workforce and that happy, well motivated staff make good role models for the children and do a more effective job than those that do not feel valued or welcome.

Aim

We aim to provide new staff with a well planned induction programme to help them familiarise themselves with Playgroup. We aim to give new staff a genuine warm welcome, develop a positive perception about Playgroup, teach basic fundamentals, provide a basis for future training and put the employer at ease.

Method

- We document the process and use a written checklist.
- We have a meeting on the first day, at the end of the first week and first month with the manager and new employee.
- We provide a mentor for the new employee to turn to for advice and support if the manager is not available.

This policy was adopted at a meeting of: Tansor Playgroup Committee

Held on: 29th June 2009

Signed on behalf of Tansor Playgroup Committee: Sarah Harrison

Role of signatory: Chair of Playgroup Committee

This policy was reviewed on 19th January 2010

Reviewed on behalf of Tansor Playgroup
Committee Faye Betts

Role of reviewer Jt Chair of Playgroup Committee