

## **Staff, volunteers and students**

### **2.7 Induction of staff, students and volunteers**

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

#### **Procedures**

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

- Introductions to all employees and volunteers.
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents / carers, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
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- The induction period lasts at least two weeks. The manager inducts new employees and volunteers. A member of the senior management team inducts new managers.
  - 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.
  - Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

**This policy was reviewed on:** 27/08/2025 **and adopted by:** Discovery Vine Ltd

**Date to be reviewed:** August 2026 (or earlier if necessary)

**Signed on behalf of Discovery Vine Ltd:** *Lynda Garbutt*

**Name of signatory:** Lynda Garbutt

**Role of signatory:** Managing Director