



Induction of Staff, Volunteers and Managers

Baildon Village Pre School provide a brief induction for all staff and volunteers for our families, policies and procedures, curriculum and daily practice.

All staff, volunteers and managers are introduced to existing staff and committee members.

New staff are given the staff handbook and sign The Code of Conduct Form.

New staff are shown the building health, safety and fire procedures.

Ensure all policies and procedures are read and followed.

Parents are introduced to new staff, especially parents to the allocated key children.

Familiarise new staff with any confidential information, where applicable, in relation to any key children.

Details of tasks and daily routines are to be completed, this is over a period of two weeks where an induction is done and the staff member has to demonstrate an understanding of the policies, procedures, tasks and routines.