



General Welfare Requirement: Suitable People  
Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### Induction of staff, volunteers and managers

## Policy Statement

Cherry Blossom Nursery and Preschool provides an induction for all staff, staff changing roles, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. It also helps them to feel confident in their new role and to fully understand their roles and responsibilities.

## Procedures

- We have a written induction plan for all new staff which includes the following:
  - Introductions to all staff and volunteers, including management.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising them with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
- The induction process lasts for 6 months. The manager inducts new staff and volunteers. The senior management inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- In order to meet the requirements of the EYFS, the induction will also include the importance of supporting the children across the areas of learning and development, observations, assessment, planning for next individual children, their Learning Stories etc.
  - The induction will include a check list which will be completed by both employee/management and stored in the employee's file.

- During the induction process there will be an opportunity to identify individual training needs, discuss workload, review progress and consider any difficulties the inductee may be experiencing.
- At the end of the induction process the inductee must demonstrate capability to meet the requirements of the role to the standard set. A review meeting will be organised to discuss this.
  - Successful completion of the induction forms part of the probationary period.

Dated: 10/10/2025

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