



Colyton Caterpillars Early Education

Early Years Staff induction

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| This policy was agreed by trustees/staff: | |
| Date of last review: | May 2023 |
| Date of next review: | December 2023 |
| Reviewed by: | K.Clode |

- ✓ Same links as recruitment policy
- ✓ During the first week staff are taken through the induction process.
- ✓ All staff are given Safeguarding policy, Equal Opportunities policy, Health & Safety policy and Staff/ child protection policies.
- ✓ The manager or assistant manager will take the new members of staff through the procedures and practice routines.
- ✓ New staff sign confidentially agreement.
- ✓ An induction process is used to start all new staff, volunteers and students (we have an induction pack for this purpose).
- ✓ Administrator to go through HR such as wages, holiday etc.
- ✓ The new person is introduced to all other staff members, the committee and parents.
- ✓ The committee and manager will have the responsibility for new staff.
- ✓ All new staff commence work on a 3-month trial. Where the committee and manager will supervise and conduct an appraisal towards the end of the trial.

Links to Legislation:

Children Act 1989 & 2004, Employment Act, GDPR, Sex Discrimination Act 1975 & 1986, Special Needs & Disability discrimination Act SENDA 2001