



Induction Policy

Version Control

| Version | Nature of Update | Author | Date |
|---------|------------------|----------------|------------|
| 1.0 | Original Issue | Penelope White | 13/06/2021 |
| 1.1 | Reviewed | Penelope White | 16/08/2023 |
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Induction statement – Purpose

We have an Induction Policy for the following reasons -

- To outline our expectations of the jobs that the employee is going to fill
- To be clear about what the employee's performance is going to be measured against
- To provide information about the ins and outs of the company culture
- To share important policies and contracts

All new staff will have a formal induction process which will include:

A tour of the caravan to include where all items are kept – including paperwork, folders, sign in books, registers, cleaning materials, food items, children's toys

A tour with the Site Manager (Ami Hoggard) who will explain all Health and Safety, Food Hygiene and site related procedures including the cold weather procedure. This will include copies of all Risk Assessments.

Access to all Policies and Procedures – all available on the website

<https://phoenixkindergarten.org.uk/forms-and-policies/> and paper copies on site (in folder)

Understanding their role including receiving a copy of an individual Job Description

Making sure we have all the relevant documents to comply with the Single Central Register.

This includes a copy of your CV, 2 pieces of ID including at least one photographic ID , qualification certificates, two references, and copies of any specific training ie. Safeguarding, food hygiene and First Aid and DBS certificates.

Identifying any training needs (ongoing)

Giving staff information about Line Management/Appraisal procedures – see Supervision Policy