



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Employment

Induction of Staff, Volunteers and Managers

Policy Statement

Ollie's Trustees provide an induction for the managers and the managers do so for all staff and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, the EYFS and daily practice.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all staff and volunteers, including Trustees.
 - Familiarisation with the building, health and safety, fire and evacuation procedures.
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents, 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.
- The induction period lasts two weeks. The manager inducts new employees and volunteers. The chairperson or other senior trustee 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.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

This induction process is all found within the Mentor Employers Handbook, and further information for the employee is found in their handbook which will be given on their first day at Ollie's.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009) Pre-school Learning Alliance
- Recruiting and Managing Employees (2010) Pre-school Learning Alliance

- Date Policy was written and agreed by all staff:

- Signed:

- Position: