

## Privett Montessori Nursery School

### 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

#### 2.2 Induction of staff, volunteers and managers

### Policy Statement

We provide an induction for all staff and volunteers in order to fully brief them about the Nursery School, the families we serve, our policies and procedures, curriculum and daily practice.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

### Procedures

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers.
  - 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.
- During the 2-week 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.

### Other useful PLA publications

- Employment in Early Years Nursery Schools (2007)