

St. Bernard's Nursery Ducklings

Victoria Park Avenue, Lea, Preston. PR2 1RP

Ofsted 119449

INDUCTION OF NEW STAFF POLICY

St. Bernard's Nursery (Ducklings) has a formal induction procedure, which it runs with any new team member, whether paid or voluntary. This consists of:

- A brief history of St. Bernard's Nursery (Ducklings)
- An explanation of involvement and contribution to St. Bernard's Nursery (Ducklings)
- Organisation structure and responsibilities of staff and volunteers
- Explanation of policies and procedures. each new member is required to read all policies)
- Explanation of routines
- Explanation of hours, breaks and holidays
- Health and safety practices explained

We feel that with any new team member, it is important from day one to outline the expectations and responsibilities of both the individual concerned and the existing team. For the initial four-week period in post, new members of the team will be placed under the general guidance of a colleague who will be their mentor and whom they can call on for help with difficulties or minor problems.

See whole school policy for further information