

Policy on Induction Procedures

Following appointment the new member of staff shall have a meeting with the line manager/ principal.

During this meeting the line manager will provide the new employee with a copy of the setting policies and procedures and will discuss the role which is to be undertaken.

The new member of staff will have an opportunity to view the setting, meet the other members of staff and be provided with guidance regarding fire safety arrangements within the building.

The staff member will have an opportunity to discuss the job description and ongoing expectations in the role.

After beginning work the line manager will undertake a mentoring role and be available regularly to discuss with the staff member their performance and any issues which have arisen.