



**Induction of Staff and Volunteers**

**Updated: For review:**

**March 2020 March 2022**

**Induction of Development/PlayVan Worker and Volunteers**

**Introduction**

The Trustees provide an induction for new Development/PlayVan Workers and Volunteers in order to fully brief them about the groups, the families we serve, our policies and procedures and daily practices.

**Procedures:**

* Familiarising with the building, health and safety, child protection and fire procedures.
* Ensuring our policies and procedures have been read and are carried out.
* Introduction to parents.
* Familiarising new Development/PlayVan Worker with confidential information.
* Details of the tasks and daily routines to be completed.
* During the induction period, the Development/PlayVan Worker must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

This policy was adopted by the PlayVan Trustees on ………………………………………

Signed by Chair of the PlayVan……………………………………………………………………..

Review date ……………………………………….