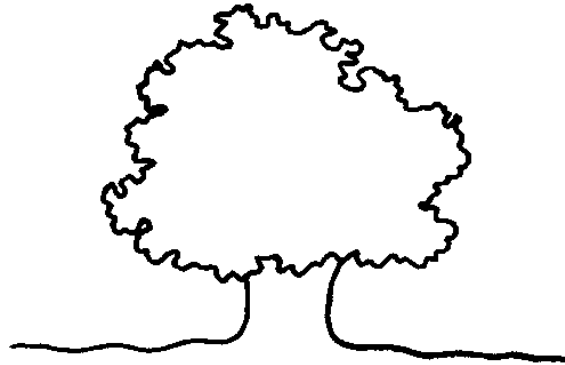


LITTLE ACORNS



MONTESSORI

Centre	<i>St Peters Hall</i>	<i>Berkshire Guide</i>
	<i>Hatchet Lane</i>	<i>Windlesham Road</i>
	<i>Winkfield</i>	<i>Priestwood</i>
	<i>Windsor</i>	<i>Bracknell</i>
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POLICIES & PROCEDURES

Last updated 25/05/2023
By Val Duffy and Michelle Tuddenham

Next review 31/05/2024

INDUCTION TRAINING POLICY

A new member of staff will observe at least one typical session before they begin work.

They will have one on one training for the area of learning which they will use most frequently.

All new staff must familiarise themselves with the school's policies and procedures.

New staff must attend a Safeguarding, Prevent, Manual Handling, Food Hygiene and First Aid course as soon as possible.

There will be a trial period; the length of this will be dependent on the experience, qualifications, and role of the new member of staff.

All new staff will be issued with an induction pack which will include Health and Safety Policy and a contract to be signed once the trial period is completed.

There will be a review of each person's induction and an appraisal completed at this time.

All staff will be made aware of the complaints procedure, and should they have a complaint to make they can discuss the issue with Val Duffy,
Or phone an Officer of the Borough on 01344-351 211

