



October 2021

Induction Policy

Policy Statement

When new employees are recruited or staff are promoted or transferred, the provision will aim to help them adjust to their new situation as quickly and easily as possible so that they become integrated and productive members of the organisation as soon as possible.

Principles

This early years service understands induction to refer to the initial training given to new members of staff to orientate them to the job and the workplace, to get them up and running in their role and to ensure that they are working safely and competently as soon as possible. The service believes that a planned programme for the induction, training and development of new staff is essential to ensure good practice and the provision of a high-quality service.

The service adheres fully to national standards relating to staff training, including induction requirements for teacher training and development, where these apply to newly qualified early years teachers.

Procedure

Induction Programmes

1. All staff new to the service will receive an initial induction.
2. When a job offer has been made and accepted, an induction programme will be drawn up for use during the early stages of the new recruit's employment. Programmes will vary according to the nature and seniority of the post but will normally incorporate the features outlined below. As part of every programme, an induction checklist will be prepared and used to ensure that new employees receive all relevant information relating to:
 - a. the job
 - b. the provision's rules, culture, policies and procedures
 - c. grievance and disciplinary procedures
 - d. pay and employment conditions
 - e. health, safety and welfare policies
 - f. safeguarding and child protection policies

and that they receive this in such a way and at such a time as to maximise assimilation and understanding.

3. In drawing up induction programmes, it will be recognised that certain categories of employees will have particular needs (eg school leavers, managers, graduates and those who have been out of the workplace) and programmes will be adjusted accordingly.
4. Responsibility for various aspects of the induction programme may be allocated to specific members of staff. In particular, a “buddy” will be designated to befriend the new employee and answer informal questions. The employee's supervisor will oversee the programme implementation and will ensure that all elements are covered satisfactorily.
5. On appointment, staff will be issued an induction pack which will include a copy of the induction standards to be achieved and a checklist/workbook in which they can record progress. Progress towards completion will be discussed weekly with a designated supervisor who will be a senior or experienced staff member. On completion the induction training record will be signed off by Julie Partridge.

First Day of Employment

1. On the first day, arrangements will be made for the new employee to be met by a designated member of senior management.
2. After initial introductions (eg over a coffee), the employee will be taken to the office for necessary employment details and documentation to be dealt with. This will include:
 - a. P45 tax form
 - b. birth certificate (where appropriate)
 - c. passport or national identity card
 - d. work permit (where applicable)
 - e. employee handbook (including conditions of employment, the organisation's rules, policies and procedures)
 - f. personal details form (eg next of kin, home address and number etc)
 - g. health and safety rules, including fire, first-aid and accident procedures.
3. The new employee will then be taken on a tour of the provision and will be introduced to their future colleagues. The location of facilities such as toilets, staff room, cloakroom, storage for personal belongings and staff kitchen/rest area should be pointed out. Health and safety items such as fire doors, fire extinguishers and first-aid boxes should also be pointed out. Emergency evacuation procedures and routes should be discussed.
4. Taking into account any formal job training which has been arranged, the employee will then be introduced to the job in a manner which is appropriate to both the work and the individual concerned.
5. Whilst the timing and nature of training will vary enormously, the following will be used as guiding principles during the first few days of employment.
 - a. The supervisor or manager will outline all aspects of the new employee's job. The background, ethos, culture and reporting systems of the provision should be introduced.

- b. Daily routines and recording systems should be explained to the new employee. The provision's policies and procedures should be introduced, preferably with copies given to take away and study when they have time. The importance of the Data Protection Act should be discussed and the need for confidentiality. Child protection policies and the security of children and the provision overall should also be discussed.
 - c. Staff issues such as how to apply for holiday and what to do if the employee is sick should be explained. Discipline and grievance procedures should also be covered.
6. A “buddy” should be appointed to befriend the new employee, even though he or she will probably not be directly involved in the induction process. They need not be in the same room or team as the new employee. They should be available to answer informal questions and take breaks with the new employee to help them integrate socially with the staff.

Completing the Induction Process

1. During the induction period, the employee will gradually be integrated into their job and the organisation as a whole. Using the induction checklist as a guide, the supervisor will ensure that all essential information is communicated to the employee in a manner and a period which is considered appropriate.
2. Follow-up interviews will be conducted at suitable intervals (forming the initial stages of the organisation's appraisal procedure) when the employee's progress will be monitored. This will include an assessment of levels of attainment and performance in the job, as well as an examination of related matters such as morale, attitude, timekeeping, attendance levels and integration into the staff group. The employee will be given the opportunity to ask questions and to raise any matters of concern. Following the interview, a report will be prepared and agreed with the employee. Where appropriate, further review dates will be established.

Signed: _____

Date: _____

Policy review date: _____