

**Induction**

**Induction Process**

An induction procedure is followed whereby

* The new member of staff will receive an Induction Booklet to complete over the first 6 weeks. The booklet contains a variety of policies, policy questions, sample forms to be completed, nappy supervision form (to be completed by management) etc. The booklet is checked through by management following completion and then discussed with the staff member.
* A copy of job description.
* A copy of nursery aims
* A copy of Working together to Safeguard children
* A discussion on Child Protection / First Aid
* A discussion on fire / safety procedures.
* Go through risk assessments
* An end of week review after the 1st and 2nd week of employment and then a review at the end of the 6week induction period, followed by 6 monthly reviews to discuss their work performance and next steps. The new member of staff is supervised and supported by Management / Room Leader in their room to role model, give guidance and to help enforce appropriate behaviour. The new staff member will be on a three month’s trial, after this period if they are employed on a permanent basis then they will be put on courses such as first aid, child protection and food hygiene this would be within a three month time scale.
* An on-going staff appraisal system where all staff will have personal development plans that identify and address training and development needs for individual staff and at a whole nursery level.
* Opportunities for new staff to work shadow and be phased into their new role with support from a named mentor. This process will dovetail into the subsequent staff appraisal system.
* All new employees, students and volunteers must participate in an induction programme appropriate to their needs and role in the nursery. This programme will provide regular planned opportunities to discuss their settling in to their new role with the Manager(s) until both are satisfied that all the points on the induction checklist have been covered satisfactorily.
* The first week of the induction programme will be spent with the nursery manager(s). The aim of the first week is to give the new employee the time and opportunity to become familiar with the nurseries policies and procedures.
* After the first week of induction, each new employee will be appointed a mentor who will provide peer support on a daily basis throughout the induction programme. However, all new employees, students and volunteers are encouraged to ask questions and seek advice and guidance from all staff during the working day.

For the first year of employment the new staff member will have a review every six month on their work performance, which will indicate any training needs required, this will be private and confidential on a one-to-one basis with the nursery owner's / manager.