



## Induction of New Staff and Volunteers Policy

### ***Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills***

***Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.***

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2012 sets out the requirement for managers to support their new staff through an induction process.

“Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider’s equality policy, and health and safety issues.”

EYFS (2012) 3.18

### **Why we believe an induction is important:**

- Induction is the first piece of learning a worker undertakes when starting a new job.
- It provides a structured start for workers in the first weeks/months of employment.
- It will help ensure that they are then safe to leave unsupervised.
- Evidence shows that a structured induction process plays a significant part in the retention of staff.
- Inductions can help new recruits if they have anxieties about how they will:
  - Get on with their colleagues
  - Understand the standards, rules and ethos of your organisation
  - Be able to do the job

### **Induction timetable**

Our induction will be properly managed and having a structured checklist for both parties to complete (see Staff Induction Check List below).

#### **1. On the first day the new member of staff/volunteer will:**

- Be greeted by and spend time with the manager.
- Complete necessary documentation i.e. salary details, emergency contact form.
- Made aware of Health and Safety requirements i.e. Fire Drill.
- Shown facilities – including car parking, entry passwords, toilets and kitchen.
- Meet immediate colleagues.
- Identify a buddy: an experienced worker nominated to assist the new staff member/volunteer.
- Read through and explain Contract of Employment / Terms and Conditions.

#### **2. During the first week, clear information about the expectations on all staff/volunteers will be explained:**

- Punctuality
- Dress Code
- Commitment to professional development and training
- Attendance at meetings
- Level of performance

- Routines
- Hours of work and timetables for the day
- Specific duties

**3. During the first month the new member of staff/volunteer will be shown information and learn about:**

- The aims and objectives of the playgroup.
- Supervisions and annual Appraisal.
- Policies for example: Child Protection, Safeguarding and Information sharing.
- Procedures for example: Recording accidents and observations.
- How the Playgroup works with parents and professionals.

**Nailsworth Playgroup will remember that induction can be a process over time rather than all done at once; it may involve a combination of meetings, familiarisation with routines and expectations as well as written information.**

**Nailsworth Playgroup: Induction of Staff Checklist**

This checklist is to be used in conjunction with the "Induction of Staff Policy".

Member of Staff/Volunteer.....

Start Date .....

Line manager responsible for induction.....

Induction	Date Completed	Initialled by both	Comments
Greeted by, and spend time with, immediate manager			
Complete necessary documentation i.e. salary details, emergency contact form.			
Made aware of Health and Safety requirements i.e. Fire Drill			
Shown facilities – including car parking, entry passwords, toilets and kitchen.			
Meet immediate colleagues			
Identify a buddy: an experienced worker nominated to assist the new staff member/ volunteer			
Read through and explain Contract of Employment / Terms and Conditions			
Punctuality			
Dress Code			
Commitment to professional development and training			
Required attendance at meetings			
Level of performance			
Routines			
Hours of work and timetables for the day			
Specific duties			
The aims and objectives of the nursery.			
Supervisions and annual Appraisal			
Policies			
Procedures			
How the Playgroup works with parents and professionals.			

**Induction completed:**

Signed by staff member/volunteer.....

Date.....

Line manager responsible for induction.....

Date.....