

## **INDUCTION OF STAFF, VOLUNTEERS, STUDENTS AND MANAGERS POLICY**

### **Policy Statement**

At Longwick Pre-school we provide an induction for all staff, volunteers, students and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

### **Procedures**

#### Overview

We have a written induction plan, including an induction checklist for all new staff, which includes the following:-

- Introductions to all staff, students and volunteers, including management committee;
- Familiarising with the building, health and safety, and fire and evacuation procedures;
- Ensuring our policies and procedures have been read and are carried out;
- Introduction to parents, especially parents of allocated key children where appropriate;
- Familiarising them with confidential information where applicable in relation to any key children;
- Details of the tasks and daily routines to be completed.

The induction period lasts a minimum of two weeks. The manager inducts new staff and volunteers. The chairperson or senior manager inducts new managers. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Successful completion of the induction forms part of the probationary period and the induction checklist will be kept in the individual's personal file.

### **Induction Guidance**

#### Introduction

It is recommended that anyone starting work in a new setting is given a comprehensive induction as this aids integration into the team and research has shown that staff retention is improved if a proper induction is implemented.

#### Mandatory induction requirements

Within the revised Early Years Foundation Stage Framework, the importance of induction is shown by the inclusion of induction within the safeguarding and welfare requirements. Section 3.18 of the revised EYFS framework states that:-

- “The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. 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.”

### **Elements of induction**

Longwick Pre-school's induction includes the following elements:-

- Orientation (physical) – showing where facilities are i.e. toilets, staff room, fire exits;
- Orientation (organisational) – showing how the employees fits into the team and how their role will contribute to the settings objectives, vision and aims;
- Meeting colleagues and management;
- An awareness of how the setting functions on a daily basis;
- A clear outline of the job role/requirements;
- Explanation of terms and conditions;
- Health and safety information;
- Any mandatory training required i.e. safeguarding.

### **Pre-employment preparation and documentation**

Regular contact will be kept with the newly selected employee once they have accepted the offer of employment. It is at this stage, while waiting for any pre-employment screening to be completed e.g. an enhanced DBS check, that discussion will take place about any reasonable adjustments which may be required to comply with equality law, so that the necessary actions are taken before the new employee starts work.

To help facilitate the induction process, pre-employment documentation can be sent to the employee to prepare them for when they start work. This helps build commitment and engagement and can include the terms and conditions of employment, contract of employment, relevant literature, for example the latest newsletter, the job.

### **Description and other details about the job, and any recommended reading**

This should also include instructions about reporting to work on the first day. These should be as detailed as possible to alleviate any worries and include:-

- Dress code, what the employee is expected to wear to work;
- Travel information, including public transport and parking;
- Required time of arrival;
- Who to report to;
- Where to report, including entrance;
- Security, including any signing-in arrangements or other security issues;
- Catering, details about local food facilities or if they need to bring their own lunch;
- List of the documents they need to bring, i.e. passport, birth certificate, DBS check;
- List of arrangements for the first day;
- No smoking policy.

### **What to include on first day of induction**

The first day for a new employee should be well planned, focusing on the practical and priority information and not overloading them with too much detail. They will be met by the manager who will be responsible for their induction period.

A welcoming and helpful tone should be set and continue for the rest of the induction. It is helpful to start by dealing with the employment documentation to ensure it is in order. This is likely to include employee contract, P45, passport and work permit, a valid enhanced DBS certificate, plus relevant medical and emergency contact details. Any work-related items can also be issued such as uniform and staff handbook etc.

This is also the best time to deal with any problems or questions the new employee may have. After this point a tour of the setting is appropriate, showing the layout of the site including essentials such as the location of toilets, staff room and fire exits.

Other relevant procedures and facilities should also be explained including arrangements for break times and signing in and work time recording. Introductions to the managers and colleagues (including any assigned mentor) can also be made at this time. Any priority rules, such as safeguarding policies and those relating to the EYFS welfare requirements, security and fire procedures, no smoking policy, and use of mobile phones and social networking should be covered as soon as possible during the first day.

There is an induction checklist both for the first day and for the subsequent period, to ensure all areas are covered and completed in a defined time period.

### **What to include in induction after the first day**

The timescale for completing an induction can vary depending on the hours the new employee works and any time of their own they spend reading and learning. It would be normal for a comprehensive induction to take up to six months to complete.

The values and vision of the organisation/setting should be explained during the course of the induction, so the employee learns to understand how they fit into the wider team/organisation. The new employee needs to understand how their work links with that of colleagues and how in turn this contributes to the success of the setting. Other areas to be covered with the new employee should include:-

- Identifying any training and development needs, setting aside time to allow the new employee to complete any mandatory training required, such as safeguarding, and first aid.

### **Probation**

New employees are appointed subject to the successful completion of a probationary period of 3 months. Having a comprehensive induction programme can help them complete their probationary period successfully within the time specified. The duration of the probation period should be clearly defined in the contract of employment and any offer of employment letter, and the rules concerning extending or completing a probationary period should be clearly spelt out in the terms and conditions of employment.

The employee should be informed of the standards they are expected to reach to enable them to complete the probationary period. A formal decision about successful completion of probation should be made at the end of the probationary period after a final assessment which should include an appraisal with the new employee. The decision should be notified to the employee in writing, and in the case where the probationary period is extended the reasons for this should be explained clearly too.

### **Evaluating induction**

Induction programmes cannot stay static and should be evaluated in case there are changes needed. To inform how to adapt and update an induction process, ask new employees as they complete their induction to evaluate its value and suggest any improvements. Also hold exit interviews with staff that leave within a year of starting and ask them for their views on the induction process.

Conclusion Induction should be a positive learning experience for all those involved. A comprehensive induction can help create an inclusive, supportive working environment for everyone ensuring all new employees have shared knowledge and skills, and ensure a flawless transition to effective performance management practice.

<b><i>Date Policy Implemented</i></b>	<i>November 2019</i>
<b><i>Signed</i></b>	<i>Alex Barter</i>
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2022</i>
<b><i>Date of Next Review</i></b>	<i>November 2023</i>