

Induction Policy

Statement of intent

In accordance with the EYFS Statutory Framework all new employees, volunteers or staff changing job roles will receive an induction. The induction process will run for 1 month, alongside the probationary period for the role.

Aim

We aim that the induction enables the inductee to feel confident in their new job and understand fully their roles and responsibilities within the setting

In order to meet the EYFS Learning & Development Requirements, the induction will also include staff's understanding of their role in supporting children across the six areas of Learning and Development.

The setting reserves the right to add further information to the induction process according to the needs of the setting and the role.

Methods

The induction will include the use of a written induction checklist which will include a programme of development and support during the probationary period. This checklist will be completed by both the employee and manager and be stored in the employee's staff file.

During the induction, there will be an opportunity to identify individual training needs, discuss workload, review progress and consider any difficulties the inductee may be experiencing.

The EYFS Statutory Framework and the Childcare Register requirements state that as a minimum, the following needs to be included in the induction process:

- the safeguarding policy and procedure
- the need to maintain privacy and confidentiality (including any confidentiality policies)
- food hygiene if staff are to be involved in handling food
- smoke-free policy
- behaviour management policy
- alcohol and medication policy
- fire and emergency evacuation procedures
- health and safety policy and procedures

Where members of staff will be working directly with children and therefore contributing to meeting requirements, the induction process will also include the following policies and procedures as stated in the EYFS Welfare Requirements:

- complaints
- uncollected child
- missing child
- arrivals and departures
- outings

- equality of opportunities
- administering medicines
- illnesses, injuries and infection control

At the end of the induction and probationary period, the inductee must demonstrate capability to meet the requirements of the role to the standard set. A probationary review meeting with your line manager will be organised to discuss this. Following a successful probationary period, clear targets will be set and reviewed at subsequent supervision meetings.

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