

# Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

## **Induction Policy**

### **Policy statement**

At Creative Stars Day Nursery 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**

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.
- ★ 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.
- ★ Details of CPD requirements before commencing work on the floor.

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.

## **Safeguarding and Welfare Requirement**

Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. It is recommended that anyone starting work in a new setting is given a comprehensive induction as this aid's integration into the team and research has shown that staff retention is improved if a proper induction is implemented.

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."

## **The importance of induction**

Every new employee or volunteer needs a period of time to learn and adapt to their new working environment before they can become a fully effective member of the team.

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.

A good induction can minimise the time taken for a new recruit to become effective in their role. Where no induction is in place the new recruit settles in at their own pace and possibly misses out on some essential information while doing

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so. Where new recruits are not supported by an induction, they can quickly become disillusioned and feel unsupported and may even end up leaving the job.

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

A good induction should include 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 should 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 can 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 and the job description.

## CPD and the 5 Stars Induction Programme

The **5 Stars Induction Programme** will act as the staff members training programme until completed. Management have assessed and reviewed what is needed from staff when joining the setting. In doing so, the 5 Stars of induction have been created.

The 5 Stars of induction are:

- ★ Safeguarding Star
- ★ Health and Safety Star
- ★ Learning and Development Star
- ★ Observation and Assessment Star
- ★ How We Play Star.

Over the next 6 months, the following induction programme needs to be completed at a good level. Once the staff member completes the induction programme, their 6-month probation period will be reviewed. If a staff member is successful, this will be confirmed in writing by the Managing Director.

Creative Stars will ensure that all staff receive induction training to help them understand their roles and responsibilities.

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A description and other details about the job and any recommended reading will further be given.

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

- ★ Dress code, what the employee is expected to wear to work
- ★ Required time of arrival
- ★ Who to report to
- ★ 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.

## What to expect 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 should be met by their line manager or the person who will be responsible for their induction period.

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 locker, uniform (if applicable) 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 can also be made

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.

Staff have an induction checklist for the next 3 days, to ensure all areas are covered and completed in a defined time period. Once the items on the first day checklist have been completed it's best to start the employee working, the aim should be to keep the employee busy, but to start with shadowing another member of staff

## Progress Reviews/ Supervision Meetings

Regardless of whether employees have been appointed on the basis of a formal probation period, regular progress review meetings should be scheduled into the induction to check how the new employee is settling in.

These meetings then inform the content of the first performance management planning meeting once induction/probation is complete. The type of aspects that should be considered and reviewed includes the following:

- Work quality and output – is the employee developing in their role? Are they displaying the required competencies? Is more training or support needed?

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- Attitude – is the employee displaying enthusiasm and interest in the job? Or are they showing signs of boredom and carelessness? And if so, why? And how can this be improved?
- Relationships – how well is the new employee fitting into the team? How is their relationship with their direct supervisor? Do they interact well with parents and children? If there are any problems, what is the cause? And how can they be resolved?
- Conduct – is the employee's conduct and behaviour consistent with what is required and expected? If not, what will be done to address this?
- Attendance – what is the employee's daily time keeping like? What is their absence record like? If unsatisfactory, what are the reasons? And what should be done to improve attendance?
- Potential – is the employee showing potential for more advanced or different work? Do they show potential for a supervisory role? If so, this should be noted for consideration by management.

Sometimes the answers to these questions can reveal situations where the organisation needs to change, for example, does the culture of the setting need to change to allow a new male employee to feel comfortable in the workplace? The objective of progress reviews should be to help, support and counsel the new employee so they can succeed in their new role.

Notes should be taken at these meetings and kept securely and confidentially in accordance with the Data Protection Act 1998 ensuring employees have access to their own records when required.

## **Probation Period**

New employees are appointed subject to the successful completion of a 6-month probationary period. Having a comprehensive induction programme can help them complete their probationary period successfully within the time specified. The duration of the probation period is clearly defined in the contract of employment and any offer of employment letter, and the rules concerning extending or completing a probationary period are clearly spelt out in the terms and conditions of employment.

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.

**This policy was reviewed on: 15.08.23**

**Date of next review: 15.08.24**