Fledglings Day Nursery

# Induction of New Staff Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

The revised EYFS (Sept 2014) makes it clear that all providers must ensure that all staff receive appropriate and effective induction training to help them understand their roles and responsibilities.

Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the equality and inclusion policy, and health and safety issues.

## 2 Aims and objectives

The aim of this policy is to help new staff become fully effective as soon as possible in their new post.

The objective of this policy is to ensure that the induction process provides support for all new staff.

**3 Induction of new staff**

We recognise that the induction of new staff is one of the essential components in developing a successful workforce.

It is important to us that when a new member of staff joins our school/setting they are welcomed and supported and enabled to work effectively as part of our team right from the start.

We are fully committed to providing effective induction for all staff in order to fully brief them about the school/setting, the families we serve, our policies and procedures, the curriculum and our daily practice. All staff will undergo an induction process during the first weeks of their employment and will have a mentor assigned to them, to help them settle in.

* 1. All new staff will receive a job description which sets out their staff roles and responsibilities and which they will be supported to fully understand.
  2. We aim to do this by:
* introducing new staff to our working practices and procedures and explaining these to them;
* familiarising new staff with the physical layout and resources of school/setting;
* providing new staff with information relevant to their role;
* providing a supportive and welcoming ethos for new staff members;
* ensuring new staff are aware of health and safety, and emergency evacuation procedures;
* ensuring there is continuity of practice when new staff are appointed;
* introducing the new member of staff to their colleagues, children and parents/carers where appropriate;
* providing staff will copies of our policies;
* familiarising new staff with the welfare and safeguarding procedures in place.

## 4 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**