

Staff Induction

Induction is the process an employer follows when a new employee or volunteer joins the team or an existing employee changes roles. The induction should provide employees with all the information they need in order to become integrated into the setting.

The recruitment of a new member of staff is only the beginning of the employment relationship, and the future of that relationship depends to a considerable extent on how the new employee is settled into the job. Induction should give the new starter a good feel for the setting and encourage them that they have made the right decision joining the team. A poor induction for new employees, can lead to under-performance and low job satisfaction, as well as high absence and staff turnover. A quality induction programme over a six month period or longer, makes good business sense whatever the size of the organisation.

A good induction programme will help:

- turn new recruits quickly into effective workers
- ensure the quality of care for children
- uphold safeguarding standards
- reduce staff turnover
- improve motivation and performance
- allow employers to delegate, freeing time for management activities
- increase commitment from employees

According to the Early Years Foundation Stage Statutory Framework “*induction training should be provided for new staff to help them understand how the provision operates and their role within it. Induction training should include matters such as evacuation procedures and child protection and health and safety issues*”.

A good induction programme should help to relieve any worries a new employee may have, such as will they get on with their co-workers, understand the standards and rules of the setting, make a good impression, and be able to do their job. Identifying these concerns before induction begins is important.

The induction process goes hand in hand with new employee’s probationary period and will be their introduction into the performance management structures of the organisation. During the induction/probationary period employees should receive more regular supervision and complete a performance and development review. Writing a performance and development plan should be a key step in any induction programme. Induction should be the first stage in identifying training needs, paying particular attention not only to the needs of new recruits but also those changing roles.

There are also many ways that people learn and the induction programme should use a mix of activities and processes to meet the needs of the new workers. These may include:

- One-to-one discussion/activity with manager or supervisor
- Taught programmes (such as this training)
- Guided reading
- Shadowing
- Mentoring by a more experienced colleague
- Distance or e-learning
- Structured use of supervision

There can be several people involved in the planning, delivery and reviewing of the induction programme, this will often include the manager or supervisor and any staff who will be working closely with the new employee (like a buddy system) . At the end of an induction it is useful to get the employees feedback on the process.

How to plan for an effective induction

There are lots of different areas that need to be considered when planning an induction; some items will need to be covered immediately while others may be better left for a few weeks or months. The example induction plan / checklist in this guide can give you an idea of how you might structure and pace your induction programme.

It is important to have a written checklist of the items that need to be covered in the induction programme. The checklist should be completed and signed by both the manager and the employee and stored in the employee's personnel file as a record of the areas covered. You can adapt your checklist to suit the needs of the employees and the role they are taking on and it should be reviewed regularly to ensure it is kept current and up to date.

For all employees it is important that certain areas of induction are covered before they are asked to start working:

- Fire and emergency evacuation procedures explained
- Fire drill completed
- Tour of building – toilets, staff room, office etc.
- How the provision operates and their role within it
- Roles and responsibilities outlined
- Security procedures for the building explained
- Check that all relevant personal information has been established e.g. person to be contacted in case of an emergency
- Codes of conduct and dress code
- Health and safety issues
- Arrangements for first aid

All employers also have a legal duty to ensure that all employees understand the policies and procedures covering;

- Terms and conditions of employment and salary details
- Discipline and Dismissal
- Grievances
- Whistle-blowing
- Bullying and Harassment

In addition the EYFS Statutory Framework requires that the following need to be included in the induction process as a minimum for all staff in a childcare setting:

- the safeguarding policy and procedure
- the need to maintain privacy and confidentiality
- food hygiene if staff are to be involved in handling food
- smoke-free policy
- behaviour management policy
- alcohol and medication

Where members of staff will be working directly with children, they also need to be familiar with the following policies and procedures that are required by the **EYFS Welfare Requirements**:

- Complaints
- Uncollected child
- Missing child
- Arrivals and departures
- Outings
- Equality of opportunities
- Administering medicines
- Illnesses, injuries and infection control

There are other important areas that it would be advisable to cover:

- Key Person systems.
- Manual handling procedures.
- Equal opportunities policy.
- Signing in and out procedures.
- Procedures for reporting, recording and investigation accidents.
- Risk assessments.
- When and to whom they report non attendance i.e. sickness.
- Communicating with parents – (this could include an opportunity to observe and listen to an experienced member)

In order to meet the **EYFS Learning & Development Requirements**, induction and ongoing support needs to facilitate the development of staff's understanding of their role in supporting children across the Areas of Learning and Development.

At the end of an employee's induction it is useful to get their feedback on the process, making any necessary changes to the process to help future employees.

Supporting documents

[Example Induction Checklist \[WORD 62KB\]](#)

[Example Induction Policy \[WORD 23KB\]](#)

[Acas Getting it Right – Induction Training \[PDF 1040KB\]](#)

Useful organisations

Acas Independent advice, guidance and training for employers and employees

www.acas.org.uk

National Helpline 08457 47 47 47

Childcare Workforce Development Council (CWDC)

www.cwdcouncil.org.uk

Safer Recruitment Training Helpline 0300 123 0886