

## Staff Induction Policy

At (setting name) we recognise that our staff are one of our most valuable assets and as such we realise the importance of following an effective and comprehensive induction plan with new employees and volunteers. Induction is the process of familiarising new employees and volunteers with their job roles and responsibilities to help them to settle in and to provide them with the necessary information that they need to work effectively within our team and understand the expectations of the management.

### **New staff will be given**

- An induction plan with timescales for completing tasks
- The setting aims and objectives
- A staff contract
- A job description
- The staff handbook
- Information on their probationary period, review and appraisal systems
- A copy of all policies and procedures along with a declaration that they have read, retained an awareness of and are willing to support implementation.
- Information on how to obtain a copy of the EYFS framework

All new team members will be assigned a mentor to help them settle in and familiarise themselves with our practice and routines.

The induction plan will be used to identify tasks to be completed within a set time frame and will be followed up with regular reviews during the agreed probationary period to ensure that the individual is settling into the team and meeting the requirements of the post. The induction plan will also record areas for professional development so that we can continue to offer a high quality service which meets the needs of the children and families using our service.

The induction plan will be tailored to individual needs and take into consideration previous experience and qualifications.

*This policy has been adopted by (setting name)*

*Signed on behalf of the setting by:*

.....Chairperson/owner

.....Secretary/manager

Date:

Review Date: