

New Staff Induction Plan



This induction plan has been developed to support all Early Years providers working with children aged from birth to five years, with a focus on good practice in relation to staff induction. **Please note this is an example and should not just be used in its entirety.** When using this induction plan, each individual setting should reflect upon their own policies and procedures and adapt the induction plan based upon these.

Amendments you may wish to consider are highlighted in yellow. Settings should consider these points in relation to their own policies and procedures and include reference to these points when relevant.

Please see example induction plan below.

The purpose of this plan is to ensure you fully comprehend and embrace the responsibilities of your role as an early year's practitioner/ childcare assistant. It also aims to provide you with the necessary support to perform your duties to the highest standard. Upon completing the induction period, you will be expected to independently manage all aspects of your job role.

Area	Things to cover	How?
Things to be done before your first shift.		
Job Description	<p>What are my roles and responsibilities?</p> <p>Proof of courses attended –</p> <p>For example:</p> <ul style="list-style-type: none"> ● Qualification Certificate ● First Aid Certificate ● Safeguarding Certificate ● Prevent Training <p>Discuss the dress code of the setting with the manager.</p>	<p>Please read your Job Description.</p> <p style="text-align: center;">Gather all certificates for photocopying</p> <p>EYFS Group based settings 3.9 Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.</p> <p style="text-align: center;">Speak to the manager / childminder regarding staff uniform and whether it is provided.</p>
Policies and Procedures	<p>Knowledge of Nurseries/ Childminders key policies and procedures that are in place.</p> <p>These include:</p> <ul style="list-style-type: none"> ● Absence procedure ● Staff code of conduct policy ● Behaviour management – Guidelines for dealing with ● Challenging behaviour. 	<p>Please read carefully and make notes if you wish to discuss anything further.</p>

	<ul style="list-style-type: none"> ● Child protection / Safeguarding policy and procedures. ● Fire safety policy. ● Equality and Diversity ● Food Hygiene. ● Pediatric First Aid ● Safer Recruitment ● Mobile phone policy ● Health and safety policy ● Reporting concerns - safeguarding procedures ● Nappy changing policy ● No smoking / Vaping policy ● Confidentiality ● Whistleblowing ● Mobile Phone / Social Media 	
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On your First Day		
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Welcomed by Owner	<ul style="list-style-type: none"> ● Brief history. ● Future plans and developments. ● Introduction to the Manager/ Childminder 	
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Meeting with manager or Deputy Manager	<ul style="list-style-type: none"> ● Show round of the Nursery/ childminding provision and all its facilities. (including parking arrangements) and where you will be working. ● Meet and greet colleagues and management. ● Hours of work for the first week ● Signing in/out of workplace ● Outline of Health & Safety. ● Fire evacuation assembly point (include fire procedure in staff handbook) ● Procedures for accepting visitors / collecting children. ● Security Arrangements / Door codes / ID Badges / Passes ● Explanation of induction procedure. ● Discuss the policies and procedures stated above. ● Business vision aims and objectives. ● Setting aims and objectives. ● Terms and conditions of employment policy (do you have them in writing). ● Details of Probationary period. ● Contract of employment signed. ● How / When you will be paid. ● Pension. ● Hours and breaks. ● Annual leave entitlement. ● Compulsory monthly staff meetings. ● CPD Programme ● Line management, team leader's role and staffing structure. ● SENCO ● First aiders ● Supervision / Appraisal policies ● Staff Handbook 	The manager/ childminder will meet with you and take you on a detailed tour of the building, explaining how and where things are used and managed. You will then continue to the meeting room / Office / Staff Room for further discussions.
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Meet with Buddy	<ul style="list-style-type: none"> ● Introduction to buddy and their role. 	Informal meeting
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Administration	<ul style="list-style-type: none"> ● Set up fingerprint system / ID Badges. ● Any additional paperwork or information needed from the office (if applicable) i.e., P45, National Insurance number, work permit, birth certificate and passport, DBS (Disclosure and Barring Service) (Disclosure and Barring Service) certificate, contact details (including emergency contacts), Bank Details, Photo ID seen and recorded, and Staff Suitability & Health Declaration forms Medical Completed. 	Visit the office during your first day to do this.
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On your Second Day		
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Meeting with Team Leader/ Childminder	<ul style="list-style-type: none"> ● Outline expectations of the team leader and group ● Being a role model ● Using initiative ● Effective communication ● Putting the children first ● Extending learning opportunities ● Teamwork ● Keeping the learning environment tidy, respect equipment ● Set up of room / garden. ● Parental engagement 	Meeting with Team leader in the meeting room / Office / Staff Room for further discussions.
Room Routine	<ul style="list-style-type: none"> ● Daily schedules / Staff Rota's ● Hygiene standards i.e., gloves, aprons, food hygiene ● Manual Handling ● Day-to-day setting routine – including lunch breaks/other breaks ● Snack and lunch time ● Nappy changing / toileting procedures ● Drop off and collection – including feedback ● Morning activities ● Afternoon activities ● Garden time. 	

By the end of Week One

Specific child needs	<ul style="list-style-type: none"> ● Which children have specific dietary requirements? ● SEN children and behaviour support plan ● Children who are not allowed photos taken. ● Allergies, illnesses, and care plans. 	Your team leader will discuss with you individual children's needs during your first week. This is likely to be in the room.
Accidents, incidents, and injuries	<ul style="list-style-type: none"> ● What is the procedure if a child has an Accident / Incidents / Existing injury? ● Head injuries. ● How to record and store securely. ● Safeguarding information that needs to be shared. ● First aid. 	Your team leader / senior childminder will explain this to you, in the room/ provision during your first week.
Staff Development	<ul style="list-style-type: none"> ● Outline expected performance and how it will be assessed. ● Staff Training ● Opportunities for future development 	The manager/ childminder will meet with you to discuss this further in the meeting room / Office / Staff Room.
Working Terms and conditions of employment	The organisation's important rules on: <ul style="list-style-type: none"> ● Job performance ● Discipline ● Absence, including illness and sick pay. ● Complaints against staff, such as bullying and harassment. ● Use of the company internet, email, and phones ● Periods of notice ● Maternity/paternity leave ● Parental leave/shared parental provisions ● Dress code, 	The manager/ childminder will meet with you to discuss this further in the meeting room / Office / Staff Room.

By the end of Week Two

Key Person System	<ul style="list-style-type: none"> ● Expectations of a key person/ assistant ● Development folders ● Parent consultation meetings ● How the EYFS is implemented within the setting and the settings expectations. 	2 nd meeting out of the room with your team leader in the Meeting room / Office / Staff Room.
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Meeting with Team Leader/ Childminder	<ul style="list-style-type: none"> • How are you getting on? • Any questions or comments? • Is there something you need additional support with? 	
By the end of Month One		
2nd Meeting with Manager or Deputy/ Childminder	<ul style="list-style-type: none"> • Check in to see progress and to assess how you are adjusting to your role, and whether you have any coaching or training needs, or other concerns. • Any additional information • The organisation's commitment to being an equal opportunity employer. • Details of any employee representation, including any trade union membership. • Review understanding of the settings implementation of the EYFS and their learning and development systems. • Introduction of key children 	Out of the room meeting in the Meeting room / Office / Staff Room.
Parent feedback	<ul style="list-style-type: none"> • Support end of the day feedback • Introduce yourselves to the parents. 	Shadow a senior member of staff during end of the day feedback, and then eventually doing it independently.
By the end of Month Three		
Meeting with manager or deputy	<ul style="list-style-type: none"> • Review with the line manager how you are settling in and performing! • Pinpoint any development needs, set timescales for achieving them and adjust work targets if required. 	Out of the room meeting in the Meeting room / Office / Staff Room.
By the end of Month Six		
Meeting with manager or deputy	<ul style="list-style-type: none"> • Review your performance against your job description. • Are you happy to continue in the role? • Does your probationary period need to be extended? • Refer to HR (Human Resources) procedures if applicable. • If a position is offered the line manager will need to look at the next six months, and discuss new work objectives, and any experience, coaching or training needs you may have. 	Out of the room meeting in the Meeting room / Office / Staff Room.
By the end of Month Twelve		
Meeting with manager or deputy	The manager/ childminder will ask you for feedback on your induction – <ul style="list-style-type: none"> • What worked well? • What could be improved? 	Complete evaluation Form



