

Warwickshire Early Years Quality Standards and Safeguarding Team



Induction Policy Framework

This policy framework 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 Induction Policy Framework and should not just be used in its entirety. When using this policy framework, each individual setting should reflect upon their own policies and procedures and adapt the policy framework based upon these.

Additional elements to consider are included within the policy and 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.

All childcare providers have a legal requirement under the EYFS to ensure all staff receive induction training. The EYFS states,

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, and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

Childminders must ensure that assistants receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Childminders must support assistants to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.



Policy Framework for the Induction of Early Years and Childcare Staff/ Assistants, Volunteers, and Students

Policy statement

(At insert setting name here) we provide an induction for all staff, assistants volunteers, and students in order to fully inform them about the setting, the families we serve, our policies and procedures, curriculum, and daily practice.

This Induction Policy Framework outlines the way in which inductions should be conducted at (insert name of setting here).

This Induction Policy framework is linked with (but not exclusive to) other policies for the setting, including:

- Supervision Policy.
- Child Protection / Safeguarding Policy.
- Health and Safety Policy
- Complaints Policy.
- Equality and Diversity Policy.
- Staffing and Employment Policy- staff induction, training, and development.
- Staff Code of Conduct Policy.

The Purpose of Induction

- To integrate new staff/ assistants smoothly into the team.
- To ensure new staff/ assistants understand their duties and responsibilities.
- To provide new staff/ assistants with necessary training and information on policies and procedures.

Procedures for induction

(At insert setting name here) we have written an induction guidance plan and induction checklist for all new staff, assistants which outlines the process of induction and key activities which will take place during this.

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The induction process

Pre-employment preparation and documentation

At (insert name of setting here) we recognise that the induction process begins prior to the employee/ assistant beginning their role. Therefore, regular contact will be made with the newly selected employee/ assistant 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 and references, that discussions will



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 will be sent to the employee/ assistant to prepare them for when they start work, this includes: the terms and conditions of employment, contract of employment and a new starter pack.

The new starter pack at (insert name of setting here) will include:

- The latest Ofsted Report
- Staffing structure: including roles and responsibilities
- Our latest newsletter
- Layout of the setting/ provision
- Health & Safety Arrangements

A practitioner handbook- outlining policies and procedures relating to staff/ assistants. These policies include: disciplinary and grievance procedures, fire safety and emergency evacuation procedures, safeguarding, child protection, the nursery's equality policy and health and safety issues.

Alongside these instructions about reporting to work on the first day are provided to alleviate any worries these include:

- Dress code, what the employee/ assistant is expected to wear to work
- Travel information, including public transport and parking
- Required time of arrival
- Who to report to
- Where to report, including entrance
- 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 certificate
- List of arrangements for the first day
- No smoking policy

The first day of induction

At (insert name of setting here) we recognise that the first day for a new employee should be well planned, focussing on the practical and priority information and not overloading new staff with too much detail.

At (insert name of setting here) we will ensure that new employees are greeted by the Manager / one of the Deputy Managers, / the Childminder and key documentation will be checked to ensure it is in order.

This may include:

- The employee contract, P45, passport and work permit, a valid enhanced DBS certificate, plus relevant medical and emergency contact details.



- Discussion of any work-related items security badge and information they should have already read in the staff handbook, etc.
- Answering questions the new employee may have.
- The employees/ assistants safeguarding knowledge and understanding will be assessed in relation to the actions to take when concerns are held around a child or staff member.

After this point a tour of the setting/ childminding provision will be carried out, showing the layout of the site including essentials such as the location of toilets, staff room/ kitchen area and fire exits.

Other relevant procedures and facilities will also be explained including arrangements for break times and signing in/out of the staff register.

Introductions to other staff/ assistants (including any assigned mentor) will also be made at this time.

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 will also be covered as soon as possible during the first day.

At (insert name of setting here) we will use our induction checklist both for the first day and for the subsequent period, to ensure all areas are covered and completed in a defined time period. Once the items on the first day checklist have been completed the employee working will meet their mentor and begin their role.

Where any training and development needs are identified time will be set aside to allow the new employee to complete any mandatory training required, such as safeguarding, and first aid.

After the first day

At (insert name of setting here) we recognise the timescale for completing an induction may vary depending on the hours the new employee works, their prior experience, and any time of their own they spend reading and learning. It would be normal for a comprehensive induction to take between three and six months to complete.

The role of the mentor

At (insert name of setting here) an experienced practitioner/ assistant will be assigned as a mentor to the new employee. The mentor will be available as someone the new employee can approach for support information and advice about how to perform in their new role and how meet the standards expected of them. The mentor is uniquely placed to observe the new person's practice: to pick up and address any failure to behave in accordance with the organisation's agreed standards of behaviour, policies or procedures and any shortcomings in performance or knowledge, and to contribute to the overall assessment of the new member of staff at the end of their probationary period.



Dealing with any concerns

At (insert name of setting) the allocated mentor will be in a position to quickly identify any issues associated with the new person's performance or practice. The leader/ manager/ childminder will ensure that such issues or concerns are discussed with the new employee and addressed without delay, particularly where the concerns are about the person's behaviour in relation to children and / or professional conduct.

Induction Progress Review meeting

After a week, leader/ manager/ childminder will review the settings policies and procedures with the new employee / assistant and opportunities will be given for them to ask any questions they may have. During this meeting the induction checklist will be reviewed, and key tasks will be discussed.

Following this meeting regular induction progress review meetings will take place weekly to check in on how the new employee is settling in and to help, support and counsel the new employee so they can succeed in their new role.

Each induction review meeting will provide opportunities to:

- Revisit the induction checklist and training plan – discuss and review progress being made.
- Provide advice and support.
- Discuss any concerns and identify potential solutions.
- Receive coaching, mentoring and training.

At (insert name of setting) records of the discussions which take place during each progress meeting will be made and these will be kept securely and confidentially in accordance with the GDPR and the setting policy. At (insert name of setting here) we will ensure that employees / assistants have access to their own records when required.

These meetings will then inform the content of the first performance management meeting once induction/probation is complete.

Probation

At (insert name of setting here) all new employees / assistants are appointed subject to the successful completion of a probationary period. The duration of the probation period will be clearly defined in the contract of employment and any offer of employment letter, and the rules concerning extending or completing a probationary period will be clearly spelt out in the terms and conditions of employment.

The probation period at (insert name of setting here) will be 6 months and the employee / assistant will be informed of the standards they are expected to reach to enable them to complete the probationary period. A formal decision about successful completion of probation will be made at the end of the probationary period after a final assessment which will include an initial Performance Management process with the new



employee. The decision will be notified to the employee / assistant in writing, and in the case where the probationary period is extended the reasons for this will be explained clearly too.

Tailoring induction

At (insert name of setting), we recognise that each induction programme needs to be adapted to cater for employees / assistants with different needs, so time will be spent with each new employee / assistant to ensure that the induction and training plan is reflective and supportive of their needs.

Supporting Training and Professional Development through induction

At (insert name of setting), we place great value upon staff training and professional development and will ensure provision for this is made during the induction period through:

- Ensuring all employees/ assistants discuss their training and professional development interests as part of the setting induction process.
- Developing a training plan which aligns with the training needs of each new staff member/ assistant.
- Ensuring training plans are implemented and progress within them is reviewed.
- Providing a range of training and professional development opportunities which will include options:
 - Planned staff / team meetings which have a professional development focus.
 - Training events / workshops held within the setting which provide staff with the opportunity to share their expertise.
 - Relevant resources e.g., books, articles, etc. are available and staff are encouraged to discuss interesting ideas and information with the rest of the team at staff / team meetings.
 - Short courses relevant to individual professional development needs.
 - Study towards nationally recognized qualifications.
- Peer support and on the job training through taking on new responsibilities within.

Evaluating induction

At (insert name of setting), we will ensure that systems are in place to regularly review induction policy and procedures to ensure they remain effective and relevant.

Staff / assistants views of the process will be gained through feedback, questionnaires, and discussion. These will be valued and used to improve practice throughout the setting. In addition to this each year Leaders, Managers/ the Childminder and all staff/ assistants will review the systems and procedures in place regularly to assess how well they are working and make appropriate changes to improve effectiveness. At (insert name of setting), we will also hold exit interviews with staff/ assistants that leave within a year of starting and ask them for their views on the induction process.



Raising concerns about the Induction Process.

All staff have a responsibility to ensure an effective induction process is in place across our setting. If staff hold a concern regarding the induction process, these should be reported directly to the **Manager/Childminder**. If for any reason, this is not appropriate, concerns can be raised to the **Committee / Chair of Governors / Area Manager/ or Ofsted**.

