Staff Induction Policy

At Little Learners Nursery School we recognise that the first few weeks of employment are vital to the success of any appointment and that a comprehensive induction plan is essential to enable new starters to meet their full potential and become an effective member of our team. (EYFS 3.18 page 16).

Our induction plan is designed to help new team members to become familiar with the requirements of their post, adapt to their new working environment as quickly as possible, and provide them with a foundation for future professional development.

The induction plan covers the following:

- Mission statement, values and aims
- Roles and responsibilities (Job description & person specification)
- Safeguarding and child protection
- Equality policy
- Staff handbook
- Health and safety procedures
- Premises – including toilet and staff facilities
- Location of fire exits and First aid equipment
- Fire drills and building evacuations
- Premises security
- Information on probationary periods, appraisal interim review and supervision systems
- Policies and procedures

All new staff members and volunteers will be given a copy of their induction plan and assigned a mentor to help them settle in and familiarise themselves with our practice and routines.

During the induction period new staff members will be made aware that their probationary period is for 3 or 6 months (whichever is applicable) and that the probationary period may be extended if performance fails to reach the required standard. The induction plan will help to identify any continuous professional development needs and will be used to identify tasks to be completed within a set time frame and will be followed up with regular one to one supervisions during the agreed probationary period to ensure that the individual is settling into the team and meeting the requirements of the post. (EYFS 3. 19-3.20 page 17).

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

This policy has been adopted by Little Learners Nursery School
Signed on behalf of the setting by:

.................................................................Owner Manager

.................................................................Deputy Manager

Date: 2nd August 2013
Review Date: 2nd August 2014