

# Leadership and Management

## Staff Induction 2



Implementing an induction is crucial in any organisation, more so for employees working in a childcare environment. When a new employee is recruited it is the manager's responsibility to carry out an induction. This is an opportunity to go through important aspects of the organisation such as reading through important policies and procedures.

### TASK 1

Following on from Staff induction 1, it is essential that new members of staff are appropriately inducted into their new role.

Consider

- Do you have a formal process that is followed for all new members of staff?
- What does the process look like?
- Do you offer an induction pack? If not, what could you include in one?
- Do you establish a baseline of the practitioner's knowledge e.g., understanding of child development, EYFS knowledge, the impact of covid and any other current themes. How will you support any areas for development identified through this process?
- What initial training expectations do you set? (consider accessing development- [Early years child development training : Home page \(education.gov.uk\)](https://www.gov.uk/guidance/early-years-child-development-training) How could you use this in your setting?

## TASK 2

Consult your most recently appointed member of staff. Explore the following list and ask the member of staff to reflect on their experience and offer critical feedback about how the process could potentially be improved.

- Were you introduced to the team?
- Were you offered a tour of the premises?
- Were you informed of the fire evacuation procedures?
- Were you issued with a personal file?
- Were you provided with policies and procedures to read? Did this include time to digest and follow up professional dialogue?
- Were you made aware of the daily routine?
- Were the expectations of the role made clear to you?
- Did you discuss and confirm working hours and break times etc?
- Were you offered time to reflect on the information shared at initial induction and allowed time to ask any questions?
- Were you offered a buddy/mentor to support you in your first few weeks?
- Were you informed of the settings curriculum and the role of practitioners?

- Were you introduced to families and children – were any individual needs shared?
- Were you consulted and monitored throughout the probationary period to; explore any concerns, praise any identified strengths, review your understanding of policies, the curriculum etc?
- Was this recorded and shared with you? Did you reflect on the points raised.