



INDUCTION POLICY

Responsible Person – Pre-school Manager

Statement of Intent

The purpose of this policy is to ensure that all members of the pre-school have an effective induction to assist them to succeed in their respective roles. Procedures and the length of induction will vary according to the role.

Aims and Objectives

The aims of the planned induction program are:

- To enable individuals to feel welcomed, valued and respected
- To assist individuals to settle quickly into their respective team roles
- To develop the whole preschool ethos
- To ensure the continuity of practice throughout the preschool
- To underpin further professional development
- To reduce stress by providing a staged introduction to preschool policies, routines and other procedures and minimise 'information overload'
- To enable individuals to identify the sources and location of information and support
- To continue to support individuals when they change roles
- To foster positive relationships between new and existing members of the preschool community

Implementation

To support the above aims the pre-school will;

- Identify groups/individuals to be inducted
- Identify named persons to support inductees
- Provide relevant welcome/induction packs
- Arrange opportunities for visits to the preschool
- Arrange a timetable of induction and review meetings
- Ensure that the pre-school policy file and staff induction file/pack are kept up-to-date
- Ensure that written job descriptions are available for all individuals working in the pre-school
- Ensure that group or individuals not directly employed by the preschool e.g. parent helpers have access to appropriate advice and support

To support the above aim individuals should;

- Recognise their personal responsibility toward their own development
- Participate fully in the induction programme and review meetings
- Be proactive in seeking out information
- Alert the pre-school to any personal needs not met by the planned induction programme

Induction Procedures

Induction of new staff

Induction of new staff will last for one year, so that individuals are supported throughout the whole annual cycle of school events.

Four meetings with the Pre-school Manager will take place.

1. The first meeting will preferably be prior to the new member of staff taking up their post or on their first day. At this initial meeting an individual induction programme will be drawn up, a staff handbook/induction file given out, plus an induction checklist to be completed by the inductee
2. The first induction review meeting will be held the ½ term after joining New Millside. The induction checklist will be reviewed.
3. The second induction review meeting will be held at the end of the first term, the third will be 6 months after starting.
4. The final meeting will be held at the end of the third term – annual appraisal.

New Senior Managers will be assigned to a mentor who is a member of the Senior Management Team and an appropriate programme of induction will be agreed.

College/Works Experience Students will be interviewed by the Pre-school Manager as part of their induction. At this meeting they will be given a student pack which includes our Student Placement Policy. Appropriate dress, the code of conduct and the need for confidentiality will be emphasised.

Lunchtime Assistants will be inducted by a member of the lunch club staff, induction will last a term.

Parent Helpers/Volunteers will be inducted by the Pre-school Manager. Issues such as confidentiality will be emphasised.

Parents & Children - Induction of new parents and children will be undertaken by the Pre-school Manager, Administrator and Committee Chairperson. Parents will be invited along to attend an evening to meet staff/committee and learn about the preschool in June, both parents and children will be invited along to an introductory session in the July. Thereafter settling in procedures will be tailored to individual children's needs. Approximately six weeks after entry an informal parent evening will take place to discuss how the child has settled in and to deal with any concerns and questions.