



Putnoe Woods

Induction Policy for Staff, Students and Volunteers

Introduction

Putnoe Woods Preschool is committed to ensuring that all members of staff new to the nursery, to post, or returning after a period of absence, are enabled to become fully integrated as soon as possible. This also includes students, bank staff and volunteers.

Starting a new post is an exciting and challenging time and Putnoe Woods recognises that new members of staff need to become accustomed to a new organisation. It is essential that they are given the opportunity to familiarise themselves within the new environment and settle in, feel welcome and ready to contribute, whilst facing the challenge of a new role.

Induction is the first stage of Continuous Professional Development Programmes and training requirements and effective induction ensures that, as a part of the team at Putnoe Woods we are committed to enabling all staff to deliver and improve services for parents/carers and their children.

'3.20providers 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, the provider's equality policy 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'

The Statutory Framework for the Early Years Foundation Stage 2014



Putnoe Woods Induction Procedures

Staff, Students and Volunteers Induction Programme

- 1.1 Putnoe Woods implements a comprehensive Induction programme for all new applicants within their probationary period.
- 1.2 Putnoe Woods view the Induction programme as a key and active programme for both personal development and that of Putnoe Woods as a whole
- 1.3 Putnoe Woods view the induction process as essential to familiarise a new applicant with their role and the setting. It is also an essential opportunity to give them the information they need to start settling in to the team so that they can begin to work effectively.
- 1.4 A Written Induction Plan will be implemented from the beginning of employment that clearly stipulates information and practice that **MUST** be shared to the applicant from their first day of employment
- 1.5 With the utmost importance the induction programme will include information with regard to the standards and boundaries in respect to safeguarding children and promoting the health, safety and welfare of the children who attend.
- 1.6 Applicants will be made aware of the importance of adhering to Putnoe Woods policies and procedures and care will be taken to ensure that all new applicants are clear about their responsibilities and following them at all times.
- 1.7 The Induction Programme will be a planned process and a supported approach as to ensure new applicants are able to familiarise themselves with the Policies and Procedures of Putnoe Woods
- 1.8 In respect of the planned process, pre-arranged times will be arranged for 1:1 induction purposes and review periods
- 1.9 All applicants will receive an Employee Handbook
- 1.10 The Induction Programme will cover a period of 1 month at which point a review on the applicants work performance will be discussed



Included Within the Induction Programme

Putnoe Woods Induction Programme will include the following as a minimum, subject to annual reviews and additions as required by Putnoe Woods Preschool:

- 1.11 A clear outline of the applicant's job description, roles and responsibilities
- 1.12 A tour of Putnoe Woods including 'where's where'
- 1.13 Introduction to all staff
- 1.14 Introduction to parents
- 1.15 Explanation of daily operations i.e. routines, planning
- 1.16 Discussion regarding terms and conditions
- 1.17 Discussion regarding Putnoe Woods Code of Conduct
- 1.18 Ensuring the completion of emergency contact details
- 1.19 Ensuring pre-employment checks are not outstanding
- 1.20 Attention to specific detail i.e. no smoking, working hours
- 1.21 Attention to health and safety policies and procedures
- 1.22 Familiarising the applicant with the building and fire procedures
- 1.23 Attention to Safeguarding children policies and procedures
- 1.24 During the Induction period, new applicants must demonstrate an understanding of and compliance of policies, procedures, tasks and routines which also form part of the probationary period

See Induction Programme IND1

Mentoring

- 1.25 All new applicants will be allocated a mentor
- 1.26 Mentoring is the process in which an experienced staff member offers support to the applicant in the early stages of their new appointment, particularly during the induction and probationary period
- 1.27 Putnoe Woods commits that the role of mentor is to guide and support, possibly a friend and confidante, as well as source of information



- 1.28 Putnoe Woods envisage that the need for a mentor will diminish as time goes by and will disappear completely as the new applicant develops and adjusts to their job role
- 1.29 Mentors will however be readily accessible and prepared to offer help as need arises
- 1.30 Putnoe Woods Mentors are:

Bluebell Room

Amanda Cowley (Deputy Preschool Manager)

Induction Programme and Probationary Period

- 1.31 All new applicants are subject to an initial probationary period of 3 months and will be made aware of this prior to commencement of employment. This will also be stipulated in their Statement of Main Terms of Employment
- 1.32 Within the Induction Programme and Probationary Period, the following applies:

End of First Day Review	Induction / Probation
End of First Week Review	Induction / Probation
End of First Month Review	Induction / Probation
End of Second Month Review	Probation
End of Third Month Review	Probation

- 1.33 During this time the mentor will support the Preschool Manager in assessing and monitoring the performance of the successful applicant. Their performance will then be reviewed on a monthly basis to assess their performance. The review process will determine whether the applicant's performance is to the required standards
- 1.34 If the applicant's performance is not to the required standards the concerns raised will be discussed with the applicant and decisions will be made as to whether under performance is due to training needs and/or further guidance. The applicant will also be given targets and timescales in which to improve



1.35 Should there be no further improvements and the applicant has not improved to a satisfactory standard, the applicant should be reminded that employment may be terminated if the required improvement is not seen

1.36 At the end of the probationary period there are 3 options to be considered:

Option 1 If the applicant's performance is satisfactory, then employment can be confirmed

Option 2 If the applicant's performance remains unsatisfactory and there are no signs of improvement, even in the event that the applicant was given more time to improve, then steps will be taken to terminate the employment

Option 3 If the applicant still has not met the required targets, but has made some improvements and we believe that with more time and guidance they will meet the required standards, we may consider extending their probationary period

1.37 If there is an extension on the applicants probationary then this will be confirmed in writing and the same process of review will be followed

1.38 If the decision is to terminate the applicant's employment Peninsula Employment Services will be contacted as to ensure the correct procedures are adhered to and followed

1.39 If the applicant has successfully completed their probationary period they will then receive 2 formal offers letter of employment, of which they will be required to sign a copy and return it to Putnoe Woods. This will then be filed in their personnel file

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832
www.putnoewoodspreschool@gmail.com

Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.

Date of Policy: September 2015	Created by: Jo Skelton	
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Review Date	Reviewer	Amendments