

Reading Early Years Schools Federation



Staff Induction Policy

Signed by Chair of Governors: Terry Hardie

Signed by Executive Head teacher: Joanne Budge

Date: January 2024

Date to be reviewed: December 2027

Aims of this policy:

Our aim is that every new member of staff, apprentice, volunteer or student will be made to feel welcome and will have support to become familiar with the procedures, policies and organisation of both the nursery that they are working in and of the REYS Federation as a whole. We will meet this aim by following the Induction Programme appropriate to the position. Safeguarding will feature prominently in every Induction Programme.

The first weeks and months are vital to the success of any role; a well-planned Induction Programme will ensure that any new member of staff, apprentice, volunteer or student will feel confident in their role, know where they can access support, help them to become familiar with the ethos of REYS and know what to do if they have any safeguarding concerns.

The Induction Process will;

- Provide relevant training on REYS Federation's Policies and Procedures, including the Code of Conduct
- Provide Safeguarding Training either face-to-face or online, including FGM/Prevent online training
- Enable the colleague to contribute to the priorities of the Federation, to the high quality Teaching and Learning and to meet the needs of the families that we work with, e.g. sharing the SDP, looking at the planning process, etc.
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Provide the important information about the nursery that they are working in, e.g. access codes, staffing structure, tour of the nursery, etc.
- Identify and address any specific training needs.

The Induction Programme will include;

- An induction checklist of policies, procedures and training to be covered
- An induction timetable
- Details of help and support available, e.g. who their mentor is, etc.
- Details specific to the nursery they are working in, e.g. site map, access codes, staffing structures, fire drill procedure, etc.
- Details specific to their role, e.g. examples of planning, introducing Tapestry, daily routines, etc.

Responsibility for Induction

- The Head of School is responsible for the overall management and induction of new teaching staff, Early Years Practitioners and Nurture Assistants.
- Within each nursery a member of the leadership team will be appointed to be responsible for the management and induction of Apprentices, Students and Volunteers.

The person responsible for induction should;

- Make arrangements to ensure that the new member of staff, apprentice, student or volunteer is welcomed
- Ensure that their immediate needs are identified before taking up the position where possible
- Provide a tour of the nursery, give information about the facilities available, answer any questions and give practical advice
- Introduce all staff
- Ensure that the Induction Programme is provided, delivered and evaluated.