



## **Induction Policy**

This policy outlines the programme, which will be used at Windsor Kindergarten to induct any newly appointed team members. As a nursery we feel it is important that all team members are inducted into the whole school team. All members of our team are valued and respected as individuals irrespective of qualifications or experience, everyone has something to offer. It is therefore important that new members are welcomed into the team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members.

It is vital that new team members are given every assistance in settling into the nursery quickly and happily and are helped to gain a knowledge and understanding of the ethos of the nursery, the routines and practices that take place and the way in which the setting works. Such induction must begin as soon as possible after the individual has been appointed.

### **Who Supports Newly Appointed Team Members?**

The Induction Programme operates under the direction of the Proprietor and Manager, who are there to help, reassure, guide, inform, listen and monitor the progress of newly appointed team members. The Proprietor and Manager are responsible for guiding new team members through documentation, and for organising any support meetings that are felt appropriate.

All the team in the setting will share experiences and ideas, help in practical ways and offer support. Newly appointed team members are encouraged to approach the Proprietor and Manager with any question or queries they may have.

### **The Induction Programme**

Aims of the Induction Programme:

- To make all individuals feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all team members in their own role within our setting.
- To foster positive relationships between newly appointed team members and to give meaning to school documentation
- To enable new team members to understand the ethos of our setting and to observe good practice so that it can be reflected in their own work
- To enable new team members to embrace and adopt the principles of all of the school's policies.
- To ensure there is a system of support in place



## Initial Induction Meeting

At this stage, certain documents will be given to the new member of the team. These include:

- Relevant phone numbers
- Safeguarding Policy
- Health and Safety Policy
- Emergency evacuation procedures
- A list of all other school policies/procedures to be read in due course
- Team induction list

The new member of the team will be shown around the setting if they have not already done so, identifying the adult facilities, office, location of resources etc.

### Following on

The subsequent Induction programme will be tailored to an individual's needs, and may include the following:

- Use of Key Persons at Windsor Kindergarten
- Behaviour Management
- Further discussion of Safeguarding issues and training opportunities
- Health and Safety requirements
- Planning and gathering of resources
- Identification of future training needs (CPD)
- Use of Books and Resources
- School Policies/Procedures
- Record keeping/Learning Journeys (Tapestry training)
- Nursery routines
- Use of digital camera/iPod/Hudl and other equipment
- Special Educational Needs
- Use of resources and equipment in the nursery
- INSET days
- Term dates
- Parent meeting appointments (consultations)
- Registers
- Written reports to parents (End of Year)
- Out of school trips

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

February 2017

Date to be reviewed -

February 2018

Name of signatory -

Tanya Webber