

STAFF POLICY - INDUCTION

RATIONALE

East Dunbartonshire Council promotes the use of staff induction programmes for all early years staff.

AIM

The aim of Killermont Primary Nursery Class is to ensure that new members of staff have access to appropriate induction programmes.

OUTCOMES

- The head of the establishment will ensure new members of staff will have successfully completed an induction period
- Staff will be confident and familiar with the contents of the Staff Handbook – which will include policies on: Child Protection, Health and Safety, Curricular Content, Structure of the Day and Team Work

PROCEDURES

The SLT member of staff responsible for the nursery will arrange a short meeting with the new staff member to ensure relevant information is given eg information on nursery aims, policies, procedures and staff meeting arrangements/dates. This is also a time for the SLT member to answer any questions the new member of staff may have. Ideally, this should happen before the new member of staff begins working at the centre or as near as possible after them starting. A tour of the building should also be given. An induction check list will be issued at this meeting and staff asked to complete it and return it to the head of establishment. A follow up meeting should be held after a month of the new member of staff starting to clarify any issues/questions.

It is expected that colleagues within the nursery setting will also answer informal queries the new member of staff may have.

New staff members will be informed about staff development arrangements.

- *Please see Staff Policy – Development and Review*

ROLES AND RESPONSIBILITIES:

East Dunbartonshire Council

- EDC Human Resources corporate induction programme

Head of Centre & Staff

- Will be responsible for the induction programme for new staff
- Will be responsible for arranging cover when necessary to ensure appropriate pupil / staff ratios are maintained

New Staff

- New staff have the responsibility for successful completing the induction programme.

RESOURCES

<i>The Child at the Centre</i> <i>National Care Standards</i> <i>EDC Human Resources Policies</i>

CROSS-REFERENCES:

The Child at the Centre	6.4, 7.2
National Care Standards	12.2

In our centre responsibility for implementing this policy is:	
First Draft	Date: 18 September 2003
Consultation with Early Years Community	Date: 23 September 2003
The policy was created on:	Date: 23 September 2003
The policy was reviewed on:	Date: 27.9.18
Due for review on (not more than 3 years):	Date: 2021/22