

# Induction of new colleagues



## Introduction

It is the policy of the setting to ensure that all new colleagues are welcomed to the setting and relevant departments and that they receive support and guidance which is appropriate to their new role

Clare House will assist new colleagues in maximising their contribution to both their room and the Nursery as a whole, ensure that guidance, support and adequate information is provided in order to help colleagues perform their jobs effectively and achieve job satisfaction

The setting acknowledges its responsibility to encourage and support continuing professional development for all colleagues.

All relevant forms will be completed either prior to or on the first day as well as applying for a DBS. Staff are not allowed to be left with children or partake in intimate care until a clear DBS is returned.

## Objectives

- To provide information on the setting's policies, practices and culture to new colleagues
- To support the integration of new colleagues into the Nursery
- To foster an early appreciation of the Nursery ethos and expectations.
- To provide new colleagues with learning, development and training opportunities which will support them in performing their duties effectively.
- To identify and find solutions to any difficulties encountered by new colleagues
- To support this process all new starters will be provided with a Employee Handbook generic providing core information.

## Responsibilities

It will be the responsibility of the *Manager & Deputy* to monitor the effectiveness of procedure.

## Supervisions

All colleagues will have the opportunity to have a supervision meeting every 6/8 weeks, these are continually reviewed and training provided as appropriate to ensure that individuals have the knowledge, skills and experience necessary to carry out their role successfully.

## Appraisal

All colleagues will have the opportunity to be appraised this is carried out annually