



Once you have a new member of staff and they have a start date, the manager must prepare for their induction. It is important to remember first impressions have a lasting impact on how new employees view you as an employer. Therefore, induction must be well planned, welcoming and effective for both the employee and the employer. You need to make first impressions positive.

The [Statutory framework for the early years foundation stage](#) states *'Providers 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, and health and safety issues'*.

An effective induction will help address any worries that the new employee may have as well as outline important information that the new employee needs to know and understand. An induction programme can often take several hours and be spread over a few weeks. It is important that both the employee and the manager are happy that everything has been understood.

It is important as an employer that you invest time inducting staff. Starting a new job can be an anxious time and research has shown that a well-planned induction programme helps new employees to integrate well into the organisation and reduces anxiety. Effective programmes of induction can reduce turnover and staff absence, as well as promote employee commitment and job satisfaction.

A good induction programme results in a positive first experience of an organisation. It helps the employee to:

- Settle into the organisation quickly.
- Integrate smoothly into their team and feel supported.
- Gain an understanding of the organisation's values and culture.
- Become efficient and productive in their new role quickly.
- Work to their highest potential.

If an organisation gets their induction programme wrong, it can have a negative effect on the organisation. It can have a huge impact on staff turnover and how future practitioners view you as an employer. The following could potentially be the impact of a poor induction process:

- Additional cost and time for recruiting a replacement.
- Wasted time for the inductor.
- Lowering of morale for the remaining staff.
- Does not look good on leaver's employment record.
- Damage to the organisation's reputation.



What does the new employee need to know?

Information about the setting:

- This could include the history, the mission statement, your values and ethos and future plans and developments.
- Give a tour of the setting to show where they will be working, where to find equipment and resources, where to put their belongings, where the toilets are, where they can take breaks, car parking and staff communication systems.
- Structure of setting, key people such as SENCO, Safeguarding Officer etc, plus those that they will be working with.
- Setting policies and procedures.

Health and safety:

- Emergency exits and evacuation procedures.
- Procedures for reporting accidents, fire drills, fire alarms etc.
- Manual handling.
- Managing stress and wellbeing.
- Personal hygiene and food hygiene.
- Security, personal safety, and professional behaviour.
- Policy and procedures around safeguarding and whistle blowing.

Terms and conditions:

- Procedure for absence/ sickness.
- Working hours and arrangement for breaks.
- Arrangements for booking holidays.
- Probation period.
- Discipline procedure.
- Grievance procedure.

The setting's expectations of staff:

- Punctuality.
- Dress code/uniform.
- Personal use of email, internet, mobile phones and wearable technology.
- Use of social media and online safety.
- Attendance at meetings/training.
- Performance management – appraisals and supervision.
- Peer observations.
- Professional development opportunities.

The new employee:

- Requirements of their role.
- Who will be supervising their work.
- Their areas of strength / special interests.
- Areas for development/training.
- Career Plan – their ambitions .



Further induction Information

Section 11 in [Safer recruitment best practice guidance](#)

[ACAS guide to induction](#)

