

Retention of Staff

Getting started: an induction

While there's no legal obligation to carry out an induction, a structured programme will help your new employees grasp your vision, procedures and processes quicker - and you'll ensure that all staff are being treated equitably and fairly. As an employer, you have a **'duty of care'** to your employees. This includes making sure they are able to do the job both safely and competently.

On day one, as well as going through any health and safety procedures, introduce a new starter to their colleagues, explain their new role to them and describe how their role relates and fits in with the rest of your team.

You could allocate a mentor to help support new starters throughout their induction period.

A good induction will help new staff to:

- Establish themselves quickly in their job role, enabling them to understand their position in your setting and working environment.
- Become motivated to do well and fit into the business early on.
- Understand any health and safety issues relating to their job - this will not only help to reduce accidents at work but also help you ensure that you are meeting your duty of care obligations under the health and safety legislation
- Understand your corporate culture, their obligations to your customers (the children and families that use your facilities) and also to their work colleagues.

It would also make sense to arrange a basic induction for workers who are changing jobs within the company or returning after a long absence.

Carrying out an induction: our top tips

Before the new employee starts work:

- Notify other staff members that there's a new starter, prepare their working area, organise any equipment necessary and have any documentation ready for them to read.
- Consider providing them with an information pack about the job before they begin work.
- Prepare an induction checklist including all the items that need to be covered and what needs to be done when. You can plan for the induction to be spread over a period of days or weeks depending on the nature of the job and your own setting's needs.
- Make sure new employee is made supernumerary, allowing time to plan an induction and wait for DBS check to come through.
- Make sure that any key people - such as a mentor or supervisor, who will be involved in the induction process - have been briefed.
- Arrange any instruction or training courses that are required.

Also, before they start, why not consider arranging or encouraging them a visit the setting – ensuring that they are supervised.

Once the worker starts:

- Ensure that when they arrive they are made to feel welcome
- Get one person, ideally the line manager, to take care of a new starter throughout the first day
- Ensure that they understand the layout of your setting, ensuring that they are shown where to locate commonly used facilities – e.g. kitchen, equipment store, office, staff rooms and toilets etc.
- Make sure they know how any specialist equipment in your setting works.
- Ask the new employee to complete some kind of work on their first day – consider a quiz sheet regarding your setting. This will enable them to relate themselves to your setting and also enhance what they are learning in their job.
- Include informal aspects such as the arrangements for refreshments.
- Ask for feedback during and after the process to check that you haven't missed anything. You might want to give the new starter a checklist and ask them to sign it to show it has been completed.

Note: Once you have established a good induction procedure it is useful to set it out in writing and use it whenever a new person starts.

What to include in an induction programme

Remember that whatever information you provide in your induction, it should be provided at a rate that allows the new employee to fully understand it.

Give a brief explanation to the history of your setting, the layout and age ranges of children you care for and your setting's aims and objectives and give a brief overview of the settings policies and procedures.

You may like to arrange sessions with different team members from different areas of your setting so they can explain their role in relation to the rest of the setting.

A thorough induction should include:

Administration

- Details of any company pension scheme
- A copy of any procedures and handbooks
- Any uniforms or standard equipment they will be expected to use

Terms and conditions of employment

It is a legal requirement for employers to give their employees a written statement of terms and conditions of employment within two months of starting work, except for those employees who will be working for less than one month.

It is a good idea to go through this during the induction and give them details of issues like:

- Hours of work - including breaks
- Sickness and holiday procedures
- Disciplinary and grievance procedures

Health and safety

You are legally required to provide employees with any health and safety information they need to carry out their job safely. Provide them with a copy of the business's health and safety policy including emergency procedures and get them to sign it once they have read it.

You must inform them - preferably on the first day - of fire safety procedures and what to do if the fire alarm sounds. In the unlikely event of any particular hazards, you must ensure that new employees are made aware of them and what precautions need to be taken.

It is a good idea to show the worker where they:

- May smoke on your premises - if at all
- Can read your drugs and alcohol policy

Visit [GOV.UK business](https://www.gov.uk/business) more information on setting out policies on smoke free environments and drugs and alcohol policies.

You must ensure that all staff are properly trained, that they understand any risks within your setting, and that they have appropriate safety equipment.

Tour of the building

Show the new employees where they will be working and the location of any facilities.

Introduction to colleagues

Introduce new employees to their team colleagues, including

- Their line manager
- Those responsible for HR or training and progression
- The health and safety officer
- Trade union/employee representatives
- SENCo
- Officer in Charge

Introduction to the job

Briefly take them through their job role and how this fits in with the rest of the team.

Office systems

Make sure the employee knows how to operate any office equipment they will be using and show them where everything is kept.

Provide a new starter pack

It may be useful to put together a pack of information, which can be given to new staff - either in advance or on their first day.

A new starter pack could contain information about the organisation, employment documents and facilities such as:

- The latest Ofsted report
- An organisational chart
- Your latest newsletter
- Health and safety arrangements
- Their terms and conditions of employment
- A copy of the staff handbook
- A map of setting, annotated with kitchen, meeting rooms, eating facilities, toilets, fire exits etc.

Tailor the induction to the worker

The majority of new staff will need a similar type of induction. However, some starters may need to have a programme which is tailored to take into account their special circumstances.

Beyond the first few days

Alongside the elements above, it is important that your induction package links with the Common Core of Skills and Knowledge.

Common induction standards and the Common Core of Skills and Knowledge

The Common Core of Skills and Knowledge is a set of induction standards for the children's workforce. At the heart of these induction processes are the needs and views of the children and young people.

The Common Core of Skills and Knowledge includes these seven standards:-

- Understanding the principles and values essential for working with children and young people
- Understand your role as a worker (employed/self-employed)
- Understand health and safety requirements protecting them as far as possible from danger and harm
- Know how to communicate effectively
- Understand the development of children and young people
- Safeguard children and keep them safe from harm
- Develop yourself

Here is a link to a sample induction programme which can be amended and developed for your own use.

[Induction Programme](#) - Use this pro forma as a starting point in developing or tailoring the needs of induction to the individual, this may help with your use of the standards, providing the seven areas are covered.

**Use the common induction standards to
develop your own procedures...**