



Peter's Patch
Forest School - Day Care - After School Club

Staff Induction

Peter's Patch Staff induction and Training Policy

Peter's Patch day nursery believe that teamwork is an essential part of any organisation, therefore when a new member of staff is appointed, it is essential that time should be set aside to make them feel welcome to our team and share information about the nursery.

Inductions will be carried out before beginning employment and will be done by the manager or deputy manager.

Peter's Patch is aiming to give ongoing training to any staff member who is interested in bettering themselves. Training courses will be on going through different training bodies.

Peter's Patch will recruit the best candidate for the position advertised. New members of staff will be appointed on a probations period of six months to see if they are suitable. Induction will be done during this period.



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Why have an induction period?

The induction period reduces some of the stress that people encounter when starting a new job and as such it is an effective way to welcome new members of staff to our nursery. It introduces new members of staff to the existing staff, as well as being a time for existing staff to meet their new colleagues. It is also a time when we can identify the strengths of each new staff member, and the priorities for their future development.

Benefits for the Staff:

- Avoiding overload of information for the new staff member.
- Ensuring that all essential information is shared.
- Giving a focus to each day.
- Providing a sense of progress as responsibilities increase.
- Assisting integration into the team.
- Providing time to reflect, question and clarify.
- New staff will become integrated members of the team more quickly.
- Existing staff are clear about their roles with regard to the new staff.
- Existing staff have clear expectations of the new staff.
- Avoids duplication.



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Benefits for the Manager:

- A system of signing to say that new staff have been shown how policies are implemented, that they have been coached in implementing them, and then observed implementing them.
- All new staff can then be deemed competent to undertake their duties.

Benefits for the Children:

- They have a confident and competent team of carers, working together in a consistent manner and in such a way that their health, safety, welfare, education and care needs are met.

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