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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **INDUCTION** |

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| **POLICY REFERENCE:** | **BRAM18** |
| **Issue Number:** | **03** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Statement of Intent**

We believe that we have a duty of care to the staff which starts on day one with a

well planned, thoughtful induction. We believe that a thoughtful induction can reduce

staff turnover and make for a more effective workforce and that happy, well

motivated staff make good role models for the children and do a more effective job

than those that do not feel valued or welcome.

**Aim**

We aim to provide new staff with a well-planned induction programme to help them

familiarise themselves with Brambles Childcare CIO. We aim to give new staff a genuine warm welcome, develop a positive perception about our setting, teach basic fundamentals,

provide a basis for future training and put the employee at ease.

**Method**

• We document the process and use a written checklist.

• We have a meeting on the first day, at the end of the first

month with the manager and new employee.

• We provide a mentor for the new employee to turn to for advice and support if

the manager is not available.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *03* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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