

Induction Policy

It is Cairdeas policy to invest in the people who work with us and to provide sufficient information, guidance and advice.

Induction is a step by step approach to help all new staff members understand the culture and ethos of the service, our approach to curriculum and our operational style. We recognise that starting a new position can be exciting and daunting, demanding and rewarding and it is our aim to equip every new staff member with the necessary information to work in the service and to support her or him as a professional working with the children and their families. This policy is underpinned by the National Standards for Pre-School Services 2010 and Children First, National Guidance for the Protection and Welfare of Children 2017.

Induction is a process to help new employees:

- Familiarise themselves with their new work environment
- Understand their responsibilities
- Get to know their colleagues in working as part of a team.

Each new staff member will be assigned a mentor who will answer questions and help point the new staff member in the right direction. The mentor will also take the new staff member through the curriculum giving them lots of time to get to know the curriculum approach.

Procedures

On arrival for work on day one:

The new employee will be given a tour of the centre. He/she will be introduced to the various rooms and shown the fire exits.

Each new employee will receive a copy of the Staff Handbook. He/she must study the handbook and familiarise him/herself with its contents. After a reasonable period of time he/she must sign the declaration at the back of the handbook and return it to her supervisor.

At the end of the first months employment the new employee must sign an induction form to certify that he/she has been trained in all relevant induction procedures including:

- Health & Safety Statement
- Policies & Procedures
- Child Safeguarding Statement
- Fire Safety & Evacuation Procedures
- Curriculum and Program Planning
- Lines of Reporting

Procedures for Students

On arrival for work experience on day one:

The student will be given a tour of the building and introduced to the various rooms and shown the fire exits.

A supervisor will be assigned as mentor for the duration of the students time in Cairdeas. She will ensure the student is familiar with the following:

Time table for work experience

Staff room/lunch breaks etc.

Uniform

Use of mobile phone

Confidentiality

Child Safeguarding statement

The supervisor will ensure the student is aware of rules in relation to confidentiality, respect for other staff, parents and children.

Students will be given the opportunity to read all policies and procedures within a short time of starting their work experience.

Students will be expected to sign a student placement contract on their first week of placement.

At the end of the first month the new student must sign an induction form certifying that he/she has been trained in all relevant induction procedures including:

- Health & Safety Statement
- Policies & Procedures
- Child Safeguarding Statement
- Fire Safety & Evacuation Procedures
- Curriculum and Program Planning
- Lines of Reporting

Students must be made aware that all assignments written in relation to their work in Cairdeas must be approved by their supervisor in advance of submitting them to their college.