

# Inductions

An induction is a process which allows new employees to find out how the setting works so they fit in easily and become intergraded into the team more quickly. Replacing a staff member can be extremely costly and research shows that a high number of employees leave a new job within the first few weeks of employment. A good induction package is therefore the first step towards retaining staff and this package should include:

- Showing the employee where everything is and what happens in each area
- Explaining how they will fit into the setting and their team
- Health and safety information
- Information about the setting and its values
- Outline what the job will involve and what is expected from them
- Statement of the terms and conditions
- Pay and leave arrangements
- An agreed training plan

## ***Tip!***

***Tailor your induction to the individual rather than using a standard approach for example someone who has worked in a similar setting will need a different sort of induction from someone who has never worked in childcare. If at all possible a new employee should spend at least a couple of days shadowing an existing member of staff.***