



New Staff Induction Procedure

The Indigo Childcare Group is committed to welcoming and settling new employees in a non-threatening supportive environment, staff are aware of the importance of building trust and confidence with new employees allowing them to settle into their position at their own pace.

- New employees are welcomed by senior management
- New employees are introduced to all other staff members and given a tour of the nursery.
- New employees have an informal meeting to go through their staff handbook/induction manual thus allowing them the opportunity to ask any questions.
- During their induction week time will be allocated to spend in each playroom to familiarise themselves with the children and staff.
- A meeting will be held with the new employee and senior management at the end of their induction week.
- It will be explained to the new employee that we operate an open door policy and any issues that may arise can be discussed at any time.