



ARTCAMP UK Staff Induction Policy

1. Introduction

At ARTCAMP UK, we are committed to ensuring all new staff members receive a comprehensive induction to enable them to integrate smoothly into their roles. This policy outlines the induction process, ensuring new employees understand their responsibilities, safeguarding requirements, and workplace procedures.

Our induction programme is designed to:

- Provide a structured and supportive introduction to ARTCAMP UK.
- Ensure all staff understand their responsibilities in safeguarding and promoting the welfare of children.
- Establish clear expectations regarding policies, procedures, and professional conduct.
- Support staff well-being and development through ongoing supervision and training.

This policy aligns with **EYFS Statutory Framework** requirements and the **Early Years Foundation Stage (EYFS) Welfare and Safeguarding Requirements**.

2. Induction Aims and Objectives

The induction process at ARTCAMP UK aims to:

- Ensure staff understand their **role and responsibilities** within the organisation.
- Provide training on **safeguarding, health and safety, and key policies**.
- Support professional development and encourage **continuous learning**.

- Promote staff well-being by ensuring a **supportive working environment**.
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3. Pre-Employment Checks and Initial Documentation

Before commencing employment, new staff must complete the following documentation:

- **Personal details form** (including emergency contact details).
- **Bank details for payroll**.
- **P45 / National Insurance Number**.
- **Enhanced DBS Disclosure** (cleared and verified).
- **Photo ID verification**.
- **Staff Suitability & Health Declaration**.
- **Right to Work in the UK verification**.

A contract of employment will be issued, outlining:

- Terms and conditions of employment.
 - Probationary period and notice period.
 - Holiday and sickness procedures.
 - Pension scheme details.
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4. Induction Process

The induction process takes place over a **six-month period** and includes the following key stages:

4.1. First Day Induction

- **Welcome and Tour** of the premises.
- Introduction to **management and team members**.
- Explanation of the **organisation's vision, mission, and values**.
- **Key Safeguarding Personnel:**
 - Designated Safeguarding Lead (DSL).
 - First Aiders.
 - Fire Officer – evacuation procedures and meeting points.

New staff will also receive guidance on:

- **Signing in/out procedures**.
 - **Security arrangements, including ID badges and door codes**.
 - **Personal evacuation plan if required**.
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4.2. First Week – Key Training & Role Familiarisation

During the first week, new staff will receive training and shadow experienced colleagues. Areas covered include:

- **Policies and Procedures** (staff must read and acknowledge key policies, including):
 - Staff Code of Conduct.
 - Safeguarding Policy.
 - Behaviour Management Policy.
 - Health & Safety Policy.
 - Fire Procedures.
 - Confidentiality Policy.
 - Whistleblowing Policy.
 - Mobile Phone & Social Media Policy.
- **Daily Procedures:**
 - Child drop-off and collection protocols.
 - Communication with parents and carers.
 - Hygiene standards (handwashing, food preparation, nappy changing).
 - Room routines and planned activities.
- **Training Requirements:**
 - **Mandatory training** (e.g., safeguarding, Prevent, paediatric first aid).
 - Identify any additional training needs.

At the end of the first week, the new staff member will have a **review meeting with their line manager** to discuss progress and raise any concerns.

4.3. End of First Month

A **supervision session** will be conducted to:

- Check staff well-being and workload.
 - Assess how well the new employee is settling in.
 - Address any concerns or areas where additional support is needed.
 - Review understanding of policies and procedures.
 - Ensure the staff member understands their **responsibilities in implementing EYFS**.
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4.4. End of Six-Month Probationary Period

A formal review will take place to:

- Reflect on the **staff member's performance** against their job description.
- Discuss **any further support or training needs**.
- Determine if the employee is **ready for permanent employment** or requires an extended probationary period.
- Ensure the employee is happy in their role and identify any improvements in the induction process.

If any concerns arise, the appropriate **HR procedures** will be followed.

5. Safeguarding and Child Welfare

- All new staff must read and understand the **ARTCAMPUK Safeguarding Policy** and complete **mandatory safeguarding training**.
- Staff must be aware of their responsibilities under the **Prevent Duty**, ensuring vigilance in identifying potential risks of radicalisation.
- Any safeguarding concerns must be reported immediately to the **Designated Safeguarding Lead (DSL)**.

6. Staff Ratios & Supervision

Staff must adhere to the required ratios in line with the **EYFS Statutory Framework**:

- **Under 2 years** – 1 staff member per **3** children.
- **Aged 2 years** – 1 staff member per **4** children.
- **Aged 3+ years** –
 - **1:8** (if no qualified teacher is present).
 - **1:13** (if a qualified teacher is present).

For **out-of-school settings** (ages 5+), ratios should be assessed based on risk, but best practice suggests:

- **1:8 for children aged 5-7 years.**
- **1:10 for children aged 8+ years.**

7. Expectations for Staff

New employees are expected to:

- Act as **positive role models** for children.
- Maintain **high standards of conduct and professionalism**.
- Prioritise **child safety and welfare** at all times.
- Engage in **continuous professional development (CPD)**.
- Communicate effectively with **colleagues, children, and parents**.

8. Ongoing Training & Professional Development

ARTCAMPUK is committed to supporting staff development through:

- Regular **supervision and appraisal meetings**.
- Access to **training and CPD opportunities**.

- Support in gaining **additional early years qualifications** if applicable.
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9. Review & Monitoring of Induction

The effectiveness of the induction process will be **regularly reviewed**, and improvements made where necessary. Feedback from new staff will be used to ensure the process remains **supportive and effective**.

10. Conclusion

This **Induction Policy** is designed to provide all new staff with the necessary knowledge, support, and guidance to integrate effectively into ARTCAMPUK. By ensuring a **comprehensive induction process**, we aim to foster a professional, safe, and enriching environment for staff and children alike.

Policy Review Date: February 2025

Reviewed By: ARTCAMPUK Management Team

Next Review Due: February 2026