

Rainbow New Staff Induction | Plan

Version 1.2, August 2021



Welcome to Rainbow! The aim of this plan is to help you understand and undertake the full scope of your role as an early years practitioner, and to provide the support you need to undertake your role well. Once you have completed the induction period (3 months) you are considered to be able to independently carry out all aspects of the role, and you can apply for your payrise. You **MUST** record your progress on the Induction Google form. Each time you complete an activity on this list, log back into your google form and update it, so we can track your progress. [Click here for a link to the google form](#)

Area	Things to cover	How?
Before First Shift		
Job Description	<ul style="list-style-type: none"> What are my roles and responsibilities? Click here 	Click on the link to read staff roles and responsibilities. (10 minutes)
Policies and Procedures	<ul style="list-style-type: none"> Read through some of the key policies and procedures that are in place. These include: <ul style="list-style-type: none"> Absence procedure Behaviour management – Guidelines for dealing with challenging behaviour. Including behaviour and biting logs. Child protection Fire safety policy Mobile phone policy Health and safety policy Coronavirus policy Reporting concerns - safeguarding procedures Nappy changing policy <p>Click here for the policies page</p>	Click on the link to take you directly to each policy. Please read carefully and make notes if you wish to discuss anything. (1 hour)
First Day		
Meeting with manager or deputy manager	<ul style="list-style-type: none"> Discuss the policies and procedures stated above Explanation of induction procedure Hours and breaks Holiday entitlement and how to apply Staff portal Compulsory monthly staff meetings Line management, team leader's role and staffing structure WhatsApp groups <p>Click here for work terms and conditions</p>	In the meeting room (15 minutes)
Meet with Buddy	<ul style="list-style-type: none"> Introduction to buddy and their role Toilets Brief tour of the building and introduction to staff team 	Informal meeting (5-10 minutes)
Administration	<ul style="list-style-type: none"> Set up fingerprint system Any additional paperwork or information needed from the office (if applicable) 	Visit the office during your first day to do this (10 – 15 minutes)
Second Day		
Meeting with Team Leader	<ul style="list-style-type: none"> Outline expectations of the team leader and group <ul style="list-style-type: none"> Being a role model Using initiative Good communication Putting the children first Extending learning opportunities Team work Keeping the learning environment tidy, respect equipment Set up of room / garden 	Meeting with Team leader in the meeting room (20 – 30 minutes)
Room Routine	<ul style="list-style-type: none"> How to read the daily schedules and deployment plans Snack and lunch time Nappy changing / toileting procedures Drop off and collection – including feedback Morning activities Afternoon activities Garden time 	
By the end of Week One		

Specific child needs	<ul style="list-style-type: none"> Which children have specific dietary requirements SEN children and behaviour support plan Children who are not allowed photos taken Allergies, illnesses and care plans; how to care for me sheets 	Your team leader will discuss with you individual children's needs during your first week. This is likely to be in the classroom
Accidents and injuries	<ul style="list-style-type: none"> What is the procedure if a child has an accident? Head injuries How to use the confidential diary 	Your team leader or senior will explain this to you, in the room during your first week (10 minutes)
Tour of the building	<ul style="list-style-type: none"> Staff areas; staff room, kitchen, laundry Shared spaces; Mitbachon, Lobby, Rainbow room Garden Staircase storage Shared resources including garden kallax 	Justine will meet with you and take you on a detailed tour of the building, explaining how and where things are used and managed (20 minutes)
By the end of Week Two		
Moodle	<ul style="list-style-type: none"> Log-on to moodle and make sure your account works. Ask the office for a moodle account, if you haven't already got it. You can enroll to the 'Induction' course, and complete the 'introduction module' <p>Click here to access moodle</p>	Once you have received your personal Moodle account information, log in to access the 'Induction' course. (20 minutes)
Key Person System	<ul style="list-style-type: none"> Expectations of a key person Development folders Parent consultation meetings <p>Read these links. Link 1 Link 2 Link 3 Link 4</p>	2 nd meeting out of the room with your team leader (15 – 20 minutes)
Meeting with Team Leader	<ul style="list-style-type: none"> How are you getting on? Any questions or comments? Is there something you need additional support with? 	Reading the links (20 minutes)
By the end of Month One		
Induction course - Moodle	<ul style="list-style-type: none"> Complete following on the 'Induction' course: <ul style="list-style-type: none"> Introduction Module 2 Module 7 <p>Click here to access moodle</p>	Logon to moodle and complete the 3 modules listed, and take the quizzes for module 2 and 7 (2 – 3 hours)
Understand themes and afternoon shared activities	<ul style="list-style-type: none"> Review the themes and understand what they mean, discuss circle time ideas with Kinga <p>Click here for follow up reading – and to see the themes</p>	Meet with Kinga Cohen (up to 10 minutes)
2nd Meeting with manager or deputy	<ul style="list-style-type: none"> Check in to see progress Any additional information 	Off-site coffee and catch up (15 – 20 minutes)
By the end of Month Two		
Observations course on Moodle	<ul style="list-style-type: none"> Logon and complete the Observations course on moodle <p>Click here to access moodle</p>	Enroll and complete (2 – 3 hours)
Observations meeting with deputy manager	<ul style="list-style-type: none"> Follow up from the course, and feedback on assignment Observation expectations When & how many Support and answering questions on observations <p>Click here for the Rainbow Webpage on Observations</p>	Meeting in meeting room with deputy manager (20 – 30 minutes)
By the end of Month Three		
Induction Face to Face Training	<ul style="list-style-type: none"> 1 – 2 days of group training delivered outside of your regular classroom time This will take place at some point in your 1st 3 months 	. In a group led by one of the management team
Induction course - Moodle	<ul style="list-style-type: none"> All modules must be completed and all 7 quizzes taken and passed <p>Click here to access moodle</p>	Logon to Moodle and complete the training and quizzes
Parent feedback	<ul style="list-style-type: none"> Support end of the day feedback Introduce yourselves to the parents Complete the feedback course on moodle – click here to access it Independent feedback to parents <p>Click here for guidance</p> <p>NOTE: You can ONLY do this once you have fully completed the induction training</p>	Support senior member of staff during end of the day feedback, and then eventually doing it independently.
Claim your payrise	Your payrise can be claimed once this checklist is fully complete and you have passed all 7 quizzes in the Induction course, and your Observation Course is complete. This will not be automatically processed, you must request the rise using the link below Claim payrise link	Claim your payrise, using the link on the staff portal