Early Childhood Induction Toolkit

Factsheet 5 **Inductor**

Importance of Induction

What is this for?

This factsheet is part of a suite of 18 resources to support the induction of new team members when they join a new ECEC service. You can learn more about this in the Course Introduction of the accompanying eLearning module.

Who is this for?

This factsheet is for those leading the induction — leaders and managers, or anyone identified as a mentor or buddy.

How do I use it?

Use this factsheet to guide your approach when structuring a new team member's induction.

Use this together with these resources:

→ Preparing for your New Starter Guide
→ Building Relationships and Trust with a New Team Member Factsheet
→ Considering Diversity and Inclusion Factsheet

> " When I first arrived, I was given time to go over all the technicalities, read through policies, and get familiar with the different systems. I also spent time shadowing staff inside the room. So, that gave me time to step outside of the routine and daily tasks that we have but to spend time with the children and get to know them."
>
> **Linnea, Parkdale Family and Children's Centre**

New staff induction is not just a formality but strategic investment in the success and well-being of new team members and the service. A well-designed induction process sets the stage for positive team member experiences, creating engagement, commitment, and long-term success.

Research shows that a good induction is linked to employee retention and quality early childhood education and care. A good induction is mutually beneficial for services and new team members and enhances quality by establishing standards of practice. It is essential for welcoming new team members, helping them become familiar with the service, and ensuring they have everything required to be successful in their role. Induction includes orientation, clarity on expected performance as well as socialisation within the service and community.

The Education State

The points below outline the benefits of a structured and supportive induction process.

1. Smooth Beginning:

→ **Familiarisation:**
It helps the new team members become familiar with the service's culture, values, philosophy, policies, and procedures.

→ **Relationships:**
It facilitates a sense of connection with colleagues and stakeholders, helping new team members build connections, establish relationships, and feel valued from day one.

2. Clarification of Expectations:

→ **Role clarity:**
It clarifies roles, responsibilities, reporting lines, authority, and expectations, reducing ambiguity, and enabling new team members have a sound understanding of what duties they are required to perform.

→ **Goal alignment:**
It aligns new team members' goals with the service's vision and philosophy, ensuring they understand how their work contributes to these.

3. Pedagogy and Practice:

→ **Quality education and care:**
It reduces the time it takes for new team members to become established with the service's pedagogy and practice expectations by providing them with the necessary information, resources, and support.

→ **Professional identity:**
It strengthens a new team member's professional identity by acknowledging their value as educators.

4. Wellbeing:

→ **Resilience:**
It increases a new team member's sense of wellbeing by developing their sense of efficacy, confidence, and professional satisfaction.

→ **Engagement:**
Engaged team members are more likely to value the workplace, develop confidence, and have a strong connection to the service.

5. Learning and Development:

→ **Learning mindset:**
It lays the foundation for ongoing learning and development, setting new team members on a path for continuous growth and career development.

→ **Coaching and mentoring:**
It creates opportunities for coaching, mentorship, and peer support, enabling new team members to learn from experienced team members and expand their professional networks.

6. Retention and Satisfaction:

→ **Retention:**
It may increase retention rates by helping new team members develop positive relationships with children, families and colleagues and become familiar with the day-to-day operations in a structured way.

→ **Job satisfaction:**
It contributes to higher levels of job satisfaction by ensuring new team members have a positive initial experience and feel confident in their abilities to succeed.

7. Safety and Compliance:

→ **Safety awareness:**
It educates new team members about the service's commitment to child safety and the Child Safe Standards as well as workplace health and safety protocols.

→ **Compliance:**
It ensures new team members are aware of legal and regulatory requirements relevant to their roles, minimising the service's exposure and risk to compliance-related issues.

8. Workplace Culture:

→ **Values:**
It helps new team members understand the service's values, norms, and customs, facilitating cultural alignment and promoting a sense of belonging.

→ **Diversity and inclusion:**
It promotes an inclusive environment by fostering awareness and appreciation of diversity among team members and families.

9. Legal and Ethical Considerations:

→ **Fair treatment:**
It ensures new team members receive fair and equitable treatment, promoting diversity, equity, and inclusion in the workplace.

→ **Risk mitigation:**
It reduces the service's exposure to legal risks related to discrimination, harassment, and other forms of misconduct by ensuring awareness of relevant policies and procedures.