

Written February 2022

Induction Policy

In partnership with parents and carers, the nursery has a duty of care to maintain the safety and welfare of all children who access its services. This includes safe induction of all staff - temporary or permanent - who work in the nursery to ensure familiarity with appropriate practice, policies and procedures. In accordance with the EYQSF all new staff or staff changing job roles, parent-carer volunteers and student volunteers will receive an induction. The induction enables that person to feel confident in their new job and understand fully their roles and responsibilities.

Before commencement, the Nursery Manager will ensure that all necessary recruitment checks have been completed on staff to be employed and the SEYT have been forwarded all relevant forms and documents to start their check process. A start date can then be negotiated.

Regular volunteers will be required to complete an enhanced DBS disclosure form.

All staff will be allocated a "practice mentor" to guide them through their induction and probation period, this mentor will act as their supervisor and support network.

Initial information to be shared prior to or at the start of the first session or practice placement to be shared by the Nursery manager:

- Nursery dress code
- Agreed shift pattern and start times
- Area of work within nursery
- Expectations for volunteer/student
- Organisational and staffing structure and their place within it
- Name of practice mentor
- Arrangements for meal times/refreshments
- The employee handbook plus any additional policies
- Parking facilities
- The Parent Handbook

Volunteer Guidance to be given as appropriate.

This will then be followed up with discussions to reiterate in person -

- Key safeguarding and health and safety policies informing practice.
- Confidentiality
- Fire and first aid policies and procedures
- Principles and practice around confidentiality, data protection and freedom of information
- Sickness procedures and policies
- Key health needs of children such as allergies and medication requirements
- Personal information and emergency contact details

Week 1

- Introductions to all staff, their roles and responsibilities and volunteers.
- Familiarising with the building, health and safety and fire procedures.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Details of the tasks and daily routines to be completed.
- Recording policy and person role

- Completing induction checklist

First Month

Within their first month of employment staff will be expected to have completed

- Induction – have all areas been covered
- Wider nursery policies and procedures
- Review of work with practice mentor
- Supervision and appraisal procedures
- Opportunities to extend knowledge and practice across different areas in the Nursery.
- Procedure - Additional information
- The induction period lasts six months. The Managers induct new staff and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and evacuation procedures
- Successful completion of the induction forms part of the probationary period.
- The inductee will also be offered the opportunity to discuss a learning and development plan that is flexible and meets their individual needs.
- Our written induction checklist will be reviewed at least once a year