



Induction of Staff, Volunteers and Managers Policy

Links to Every child matter: Staying safe

Links to Welfare requirements: Safeguarding and Welfare Requirements- Suitable people

3.9 Staff qualifications, training, support and skills 3.18

As an employer, we have a 'duty of care' to our employees. This includes making sure that they are able to do the job both safely and competently.

A good induction policy will help our staff to:

- Establish themselves quickly in their job role, enabling them to understand their position within our nursery and working environment
- Become motivated to do well and fit into the nursery early on
- Understand any health and safety issues relating to their job- this will not only help to reduce accidents at work but also help us ensure that we are meeting our duty of care obligations under the health and safety legislation
- Understand their obligations to our children and families

Induction checklist

A member of the senior management ensures that they are available to welcome the new practitioners and show them around the nursery, informing them in more detail of their role and responsibility in the nursery.

Personal documentation will be completed:

- Personal details
- Bank details
- P45
- NI number
- Cleared DBS disclosure.

A contract will be given detailing:

- Written terms and conditions of employment
- Hours, breaks, method of payment
- Clocking on/flexitime/reporting procedures
- Probationary period
- Period of notice
- Sickness / Holiday procedure
- Pension provider

A new starter pack will be provided which includes:

- The latest Ofsted Report
- An organisational Chart
- Our latest newsletter
- Layout of the setting
- Health & Safety Arrangements

A practitioner handbook- outlining policies and procedures relating to staff. A declaration form is included requiring the practitioners to sign that they have read and understood these policies include: disciplinary and grievance procedures, fire safety and emergency evacuation procedures, safeguarding, child protection, the nursery's equality policy and health and safety issues.

A copy of all of the nursery's policies and procedures relating to children and families. Practitioners are required to read and sign a declaration that they have read and understood the policies and procedures and will comply with them. All policies and procedures must be followed whether the member of staff agrees with them or not.

A practical induction will also be given informing the new employee of any relevant information such as the fire procedures/exits and how to prevent the spread infection. There is an induction checklist and the senior manager makes sure that the new practitioner is taken through the process at their own pace.

Assigning a Mentor

An experienced practitioner will be assigned as a mentor to the new employee and is available as someone to approach for support in coming to terms with their new job, information and advice about how to perform in their new role and meet the standards expected of them. The mentor is uniquely placed to observe the new person's practice: to pick up and address any failure to behave in accordance with the organisation's agreed standards of behaviour, policies or procedures and any shortcomings in performance or knowledge, and to contribute to the overall assessment of the new member of staff at the end of their probationary period.

After a week, the senior manager will review the nursery's policies and procedures with the new employee and opportunity will be given for them to ask any questions they may have. The induction process will be used to reinforce and discuss the detail of the nursery's policies and procedures.

Dealing with concerns

A mentor will be in a position to quickly identify any issues to do with the new person's performance or practice. It is important that any such issues or concerns are discussed with the new person and addressed without delay, particularly where the concerns are about the person's behaviour in relation to children.

Induction Checklist

Personal Information		
Name:		
Qualification:		
Contract and Job Description Issued		
	Date	Completed
Induction book of policies & procedures emailed		
Practitioner Handbook emailed		
Photo ID seen & recorded		
Right to work in the UK		
Staff Suitability & Health Declaration forms		
Address Confirmed		
DBS Number		
Certificates photocopied		
Qualification certificates		
First Aid Certificate		
Food Handling Certificate		
Safeguarding Certificate		

Introduction	Date	Completed
Tour of the nursery		
Tour of the whole building		
Nursery Management Structure		
Introduction to the staff		
Staffing Details for staff that are reporting to you		
Nursery Development Plan		

Personal Procedures		
Personal Details / Emergency Contact information inc bank details		
Signing in and out of the building		
Working Hours		
Name Badge		
Dress Code / jewellery / nails		
Staff Room / Bags		
Time Off / Holidays		
Sickness Procedures		
Equal Opportunities- staff		
Reporting Structure		
Open Door / Complaints		

Nursery Policies

	Date	Notes
Child Protection		
Safeguarding Children and Child Protection		
Modern Slavery & Human Trafficking		
Domestic Abuse, Honour based violence and Forced Marriage		
Radicalisation and the Prevent Duty		
Looked After Children		
Late Collection and Non Collection Policy		
Mobile phones and electronic Devices		
Online Safety Policy		
Whistleblowing		
Suitable People		
Safe Recruitment Policy		
Volunteer Policy		
Student Policy		
DBS Policy		
Disqualification Policy		
Notifying Ofsted of Nominated Person/Manager change		
Staff taking medication and other substances		
Managing Staff Absences		
Staff Qualifications, Training, Support and Skills		
Staff Qualifications		
Induction Policy		
Continual Professional Development Policy		
Supervision Policy		
First Aid Policy		
Key Person		
Key Person Policy		
Settling In Policy		
Transition Policy		
Staff: Child Ratios		
Staffing Policy		
Health		
Immunisation Policy		
Administering Medication Policy and forms		
Sickness Policy		
Infection Control Policy		
Accidents and First Aid Policy		
Intimate Care Needs Policy		
Caring for babies and toddlers including our sleep & use of dummies Policy		

Nutrition Policy		
Allergies and Allergic Reactions		
Sun Care Policy		
Food Hygiene- kitchen opening & closing checks		
Managing Behaviour		
Promoting Positive Behaviour including biting		
Gun Play Policy		
Safety and Suitability of Premises, Environment and equipment		
Health & Safety Policy		
Maintaining children's safety and security on premises		
Critical Incident Policy		
Lockdown Policy		
Supervision of children on outings and visits including lost child procedures from outings		
Supervision of Visitors Policy		
Risk Assessment		
Fire Safety and Emergency Evacuation Procedure		
Animal Health & Safety		
No Smoking		
COSHH		
Equal Opportunities		
Equality & Inclusion Policy		
Special Educational Needs Policy		
Information and Records		
Parents Information Book		
Admissions Policy		
Enrolment Form to include office only section about which t&c's signed up to		
Parent and Carers as Partners Policy		
Separated Families Policy		
Transfer of records to school		
Data Protection including Access & Storage and Retention of records Policy		
Confidentiality Policy		
Information Sharing		
Working in Partnership with other agencies		
Complaints Policy		
Schedule of Fees & Fee Policy		
Parent Contract & Childcare Terms & Conditions		
Notification of Leaving		

KEY Person Induction

ROLE	TICK
Responsible for individual children	
Settling in	
- Settle children in with short sessions	
- May be asked to go through forms with new parents- All about Me booklets	
- Will usually converse with new parents once registered	
- Will usually be responsible to go through baseline assessments with parents but if parents don't complete the baseline then the key person should do an Early Assessment Reviews	
- Build a positive relationship with children	
- Communicate with parents about any concerns they may have	
Observations – Monitor children's development	
- Recording observations on EYlog	
- Leuven Scales training	
- Characteristics of Effective Learning	
- A minimum of 2 key person focused observations per month	
- A minimum of 2 key person WOW observations per month	
- Linking observations to EYFS, Leuven scales, Characteristics of Effective Learning, Schemas and phonics	
- How to assess children and make a judgement against the EYFS	
- Ensure that the planning folder is completed for each of your key children with a range of different opportunities supported and planned for	
- Record any patterns, triggers, behaviour, concerns or conversations etc	
- Take into account any internal and external factors	
- Do termly cohort tracking – entering, developing, secure	
- Cohort tracking – are the children following an expected pattern, if not why not, have we got plans in place, do we know why	
- Produce Progress Summaries inc Two Year Checks & Transition Summaries	
Communicate with parents their child's progress	
Make any referrals	
OVERALL	
- Liaise with parents/carers	
- Inform carers of activities the child has participated	
- Inform carers of developmental progress/ responsible for monitoring developmental progress in the 7 areas	
- Work with carers if referrals or interventions are needed	
- Assist the child to settle in and integrate into the setting	
- Provide emotional assistance when required	
- Ensure needs are met, race, religion, language, family values	
- Manage Allergies and medical conditions	
- To work in conjunction with parents in a professional manner	
KEYWORKERS MUST NOT	
- Shadow children throughout the session, allow them space	
- Only work with assigned key children, unless asked to do so	
- Prevent other adults from developing positive relationships with one of their key children	

Probation Review

3 Month probationary period				
	Improvement Required	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of children's assessment records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relationships (with colleagues, children, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency in the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If any areas of performance, conduct or attendance require improvement please provide details below.				
Where concerns have been identified, please summarise how these will be addressed during the period of probation.				
Summarise the employee's performance and progress over this period.				
Have the objectives identified for this period of probation been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what further action is required?	Review Date	
Have the training/development needs identified for this probation period been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Employee's Signature				
Manager's Signature				
Date				

6 Month probationary period

	Improvement Required	Satisfactory	Good	Excellent						
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Commitment to the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Documentation of children's assessment records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Working relationships (with colleagues, children, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Competency in the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Feedback to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Have the training/development needs identified for the probationary period been addresses			Yes <input type="checkbox"/> No <input type="checkbox"/>							
Summarise the employee's performance and progress since their 3 mth probationary review										
Has the employee passed their 6 mth probationary period?	<input type="checkbox"/> Yes <input type="checkbox"/> No									
If no, please give reasons why?										
Should the employee's probationary period be extended?	<input type="checkbox"/> Yes <input type="checkbox"/> No									
Length of probation extended (if applicable)										
New probation completion date (if applicable)										
Employee's Signature										
Manager's Signature										
Date										

Staff Suitability Declaration

This form is to be completed by all new staff when they commence employment (including regular volunteers and students) AND completed by all staff on an annual basis

Name of Staff

Name of Manager

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the nursery manager responsible for your recruitment.

Please circle yes or no against each bullet point:

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes / No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at Small World Nursery?	Yes / No
Are you 'Disqualified for Caring for Children': (to include) <ul style="list-style-type: none">• Have you committed any offences against a child?• Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc)?• Have you been barred from working with children (DBS)?• Are you living with someone who has been barred from working with children (DBS)?• Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?• Have your own children been taken into care?• Have/are your own children the subject of a child protection order?	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
Has your name been placed on the DBS barring list?	Yes / No
Do you have any medical conditions that could affect your ability to care for children?	Yes / No

[illegible]