

# Gosforth Nursery



**Induction Policy**  
**September 24**

# Induction of Staff, Volunteers and Managers Policy

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. On

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 practitioner 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/flextime/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

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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

## **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

Timekeeping

Commitment to the role

Documentation of  
children's assessment  
records

Working relationships  
(with colleagues, children,  
parents)

Competency in the role

Feedback to parents

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?

Yes  
No

If no, what  
further action is  
required?

Review Date

Have the  
training/development  
needs identified for  
this probation period  
been addressed?

**Employee's  
Signature**

**Manager's Signature**



**Date**

**6 Month probationary period**

**Improvement  
Required**

**Satisfactory**

**Good**

**Excellent**

Attendance

Timekeeping

Commitment to the role

Documentation of  
children's assessment  
records

Working relationships (with  
colleagues, children,  
parents)

Competency in the role

Feedback to parents

Have the training/development needs identified for the  
probationary period been addressed

Summarise the  
employee's  
performance and  
progress since their  
3 mth probationary  
review

Has the employee  
passed their 6 mth  
probationary period?

Yes

No

If no, please give  
reasons why?

Should the employee's  
probationary period be  
extended?

Yes

No

Length of probation  
extended (if  
applicable)

New probation  
completion date (if  
applicable)

**Employee's Signature**

**Date:**

**Manager's Signature**

**Date:**

**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)

- Have you committed any offences against a child? Yes / No Yes
- Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc)? / No
- Have you been barred from working with children (DBS)? Yes / No Yes
- Are you living with someone who has been barred from working with children (DBS)? / No
- Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006? Yes / No
- Have your own children been taken into care? Yes / No Yes
- Have/are your own children the subject of a child protection order? / 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

Are you taking any medication on a regular basis or any other substances?

Yes / No

If you have answered YES to any of the questions, please provide further information below:

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability.

I will ensure I notify my employer of any conviction, cautions, court orders, reprimands or warnings I may receive.

I am aware that if I am taking medication on a regular basis I must notify my manager, and must keep the medication in a safe place, out of reach of children.

I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children.

I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed: .....

Date: .....

Manager/Senior Signature:

..... Date:

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Please record follow on action taken, where relevant:

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Signed: .....  
Date: .....