



Treetops Nursery

Induction policy

The Statutory Framework states that all members of staff must receive induction training (induction checklist attached).

We provide an induction for all employees, students and volunteers, in order to fully brief them about the setting, our policies and procedures, curriculum and daily practice.

The Directors or Manager inducts staff, students and volunteers and a member of the Senior Management team inducts new Managers.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Successful completion of the induction forms part of any probationary period.

Following induction, we continue to support our staff to deliver high quality performance through daily real-time feedback and coaching, weekly / bi weekly PDP sessions, termly supervisions and yearly appraisals.

All new staff will also have in place an enhanced DBS (which is with the update service), completed a medical form, provided two written references, had relevant qualifications checked (e.g.NVQs, safeguarding and paediatric 1st aid), signed a disclosure form, been given a written offer of employment and signed to say they agree to follow the job description (included with their written offer).

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Staff member/student/volunteer: _____

Induction date: _____

Induction checklist

Manager must tick to confirm and also make any appropriate notes

Staff / volunteer / student record form completed and a copy of DBS taken if applicable

Manager to run through the job description and/or roles and responsibilities with them

Understands our safeguarding policy i.e. has read in full with Manager and queried anything they do not understand at the time of induction

If does not have a safeguarding certificate basic safeguarding training to be given, to enable them to identify the possible signs of abuse and neglect and respond in a timely, appropriate way. Knows how to report concerns. Info. sheet given and discussed

Tour of building and explanation of the evacuation procedures

Understands bags must be kept in the staffroom and that mobiles can only be used in the staffroom

Knows to respect child, family and staff confidentiality at all times

Sent link to policies online. Agrees to read all our policies - special attention should be brought to the confidentiality, equality and health and safety policies

Given manual handling sheet and signed manual handling form

Given a copy of the staff handbook

Discussed:

- Process for daily risk assessments / adult led activities
 - Process for accidents/incidents
- Lunch boxes to be checked for nut products/unhealthy items
 - Important risk assessments

Students and volunteers know they must never be left unsupervised

Staff members know they are not to be left unsupervised until their safer recruitment is fully completed

Manager signature: _____

Staff /volunteer / student signature: _____

Staff Role Induction	Manager must tick to confirm and also make any appropriate notes
Manager to run through key children and the process of being a key person.	
Manager to explain Development Matters and reflection time	
Manager to explain All about me meetings with parents.	
Manager to explain 2 year checks with parents.	
Manager to explain how to plan for your key children to support their development	
Manager to explain information sharing forms.	
Manager to explain PDP's and begin form for new member of staff.	
Manager to explain manager observations and how they are used.	
Manager to explain Adult led activities in full detail.	
Manager to explain support plans for new staff member and how these work.	
Manager to explain sick child monitoring forms.	
Manager to explain self certification sickness form and sickness interview.	
<p>Manager to explain planning with new member of staff and how to add to the weekly plans – inside & outside.</p> <p>Manager to also explain planning evaluation.</p> <p>Manager to explain planning developments.</p>	
Manager to explain tapestry, flags, checkpoints and concerns	

Manager signature: _____

Staff /volunteer / student signature: _____