



Charters Ancaster Nursery and Forest School



INDUCTION OF NEW STAFF POLICY

Reviewed By: Nursery Manager

Date approved by Directors: October 2019 Signature: _____

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1. INTRODUCTION

This policy is a Nursery Policy.

This guidance applies to all employees and volunteers who will undertake an induction after joining the staff. Information will be shared regarding the building, policies, staffing, Child protection and Safeguarding, Health and Safety and process and procedures as adopted at Charters Ancaster Nursery and Forest School. Once settled staff can expect to be observed, appraised and mentored as necessary.

Staff may be required to do food handling and paediatric first aid training.

During the settling in period the mentor/ manager must maintain good observation and supervision of the new staff member and check with them that the induction programme is being followed.

2. AIMS OF INDUCTION

The Induction programme is designed to help new employees and volunteers become familiar with the Nursery culture, ethos, and working practices so that they can become knowledgeable and confident as soon as possible to work effectively and efficiently.

3. INDUCTION PROCESS

The induction process for **all** staff whether practitioners or support staff will cover the following:

1. An induction checklist of the policies, procedures and training to be covered.
2. An induction/training timetable
3. Details of help and support available
4. Details of other relevant individuals with responsibility for induction eg the designated mentor or supervisor

Information and training will include reading and discussing the following policies:

- Child Protection /Safeguarding and Prevent/FGM
- Internet and Mobile Phones
- Fire evacuation
- First Aid
- Health and Safety
- Equality and Diversity
- Staff Codes of Conduct including the Dress code
- The Nursery Vision and Aims

(Some policies are emailed to new staff. There is also a list of the policies which are available on the Nursery website. Other policies are kept in the 'Policies folder' and on the Office computers/memory sticks and can be printed on request.)

During the induction process information and training specific to the new staff member's role plus any other specific training needs will be identified and addressed. eg finance, manual handling, use of ladders, kitchen safety, cleaning policy etc

Practitioners working in the rooms will also need to cover:

- Assessment and record keeping including '**family**' online learning journey.
- Toilet Training Policies
- Nursery Improvement Plan
- Names of classes and staff working in them
- SEND and EAL information if applicable
- Details of children especially any with specific care needs
- Nursery administrative systems and procedures
- Child's Setting Based Support plan and how to access further information if required

4. VOLUNTEERS AND STUDENTS

All new volunteers or students* should be given appropriate induction advice, training and resources. This should include:

- Safeguarding and Prevent/FGM/Internet and Mobile Phones
- Fire and Emergency evacuation/Lockdown procedures
- Health and Safety
- First Aid
- Equality and Diversity
- Staff Codes of Conduct including the Dress code
- The Nursery Vision and Aims
- Information and training specific to the new volunteer's role

**See also Student Policy*

5. MANAGEMENT & ORGANISATION OF INDUCTION

Responsibilities for Induction

- The **Nursery manager** is responsible for the management and induction of practitioners and others who work directly with the children. She will ensure any specific needs are identified before the new staff member takes up their position.

She may delegate certain aspects of the induction to persons she feels are suitably informed for this role eg Room leaders, Directors, Deputy Manager etc

- The **SENCO** is responsible for the management and organisation of induction of staff and volunteers helping with SEND.
- The **Business Manager** is responsible for the management and induction of support staff eg the Cook, cleaners, Site Manager etc

6.SAFEGUARDING TRAINING

- Safeguarding will be central to the training because everyone has a collective responsibility to protect and promote the well-being and health of vulnerable people - in this case- our children.
- The role and its boundaries and safe and unsafe practice will be examined
- The mentor should 'test' the new staff member's understanding and knowledge of the policy
- Equality and Diversity training will be included to make sure staff are aware of the issues and have positive attitudes and behaviour as outlined in the policy.

7.CODES OF CONDUCT

All staff whether paid or unpaid should read and sign the Codes of Conduct which outline what is expected of a staff member's personal conduct including:

1. Listening and supporting the vulnerable
2. Confidentiality-not sharing sensitive information unless in the best interest
3. Not promising to keep secrets or asking others to
4. Being aware of the position of trust
5. Respecting all vulnerable persons
6. Maintaining professional boundaries-no ambiguous behaviour
7. Adhering to the organisation's policy on use of communication technologies
8. Prohibiting social contact with vulnerable ie physical/sexual contact in or/out of the organisation
9. Avoiding /minimising the occasions when alone or secluded with a child
10. Behaviour beyond reproach-sarcasm, insensitive, belittling, punishment not condoned
11. Adhering to the organisations 'policy/procedures on transport of vulnerable persons
12. Reporting disclosures, allegations re staff or volunteers promptly

Information included from Director Mrs. D. Overbury's notes from 'Safer Recruitment, Selection and Employment Course' Summer 2018