

NURSERY CHILDCARE POLICY – INDUCTION OF STAFF & STUDENTS

POLICY STATEMENT

We provide an induction for all new staff & students to fully brief them about the setting, the families we serve, our policies and procedures, curriculum, and daily practice.

AIMS

We have a written induction plan for all new staff & students, which includes the following:

- Familiarising them with the building and fire evacuation procedures, location of first aid box and security procedures.
- Introduction to all staff, and their roles.
- Ensure they become familiar with the policies and procedures and sign the necessary paperwork to say they have read and understood them.
- Familiarise themselves with the risk assessments applicable for the room they are working in.
- Provide details of tasks and daily routines.
- Details of hours of work.
- Completion of induction form.
- Arrangements to be made for college induction (staff only)
- A follow up procedure takes place between the staff and Manager after a 4-week period.
- Manager to regularly liaise with college placement officer to keep them up to date with students' progression and any areas of concern.

SCOPE OF THE POLICY

This policy applies to all parents, children, and staff of the Childcare Facility.

ASSOCIATED POLICIES

- Safeguarding & Child Protection
- Communications
- Equality and Diversity
- Health and Safety
- Parental Participation
- Special Educational Needs

- Visits and Outings
- Admissions & Registration
- Foods & Snacks
- Maintaining Children's Safety & Security on the Premises
- Intimate Care
- Key Person & Settling In
- Managing Children's Behaviour
- Medications
- Record Keeping & Confidentially
- Code of Conduct
- Working in Partnership with Other Agencies
- Transition
- Emergency Lockdown
- Dummies
- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Supervision
- Staff Behaviour
- Internet Use
- Education & Curriculum
- Biting

ACCESS TO THE POLICY

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

POST-HOLDER TO CONTACT

Director of marketing, recruitment & customer relations

Date of Issue: June 2014	Reviewed: May 2018	Revised: January 2022
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