

# All Saints Nursery School

## Induction Policy

When a new member of staff is appointed their job description and responsibilities will be explained verbally and given in writing in the first week of employment. This will include responsibilities in terms of key children.

New staff will be allocated a mentor to help them settle into the nursery routines. Regular review meetings will be arranged and staff are free to ask for meetings at any time to discuss any concerns or worries. Staff are also encouraged to speak regularly with the manager to discuss any concerns.

Staff will be part of a key group team who will also offer support and advice where necessary.

New staff will be allocated a number of key children dependent on their training and experience and supported by senior staff in completing paperwork and consultations with parents

Staff are given a copy of the staff handbook and will review this with their mentor. Prior to starting work, staff will be given immediate training in Health & Safety procedures, Child Protection and Confidentiality and professional conduct.

**All staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the Nursery). Staff are required to sign the disqualification statement.**

**Please date and sign the attached Induction Checklist as it is completed.**

**Ensure the Mentor signs the list to confirm the sections have been completed.**

This Policy was adopted at a meeting of \_\_\_\_\_  
name of setting

Date to be reviewed \_\_\_\_\_

Signed on behalf of the management committee\_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

## Induction checklist

	Item	Signed by Staff	Signed by Manager	Date
	An understanding of the induction process within the Nursery.			
	An introduction to your Mentor, work colleagues and what their roles are within the Nursery.			
	<b>Have Received</b> Job Description & Terms & Conditions of Employment, Staff Handbook			
	Understand requirement to disclose any criminal convictions before or during employment at Nursery School			
	<b>Completed the following forms:</b>			
	Personal Information Sheet ,Health and Medication form			
	DBS Check Completed			
	2 x References Received			
	P45 or P46			
	Proof of Identity & Right to Work In UK			
	National Insurance Number			
	<b>A tour of the building</b> , including the location of Fire Exits, Fire Equipment & Evacuation Procedure			
	Where to put coat, phone, lunch etc			
	First Aid Boxes			
	Toilets			
	Signing In Book			
	Security Procedures			
	Immediate Safeguarding, Confidentiality, Health & Safety, Equality & Diversity Issues explained			

	<b>Activity</b>	<b>Signed by Staff</b>	<b>Signed by Manager</b>	
	Medication Procedures (yours and children)			
	Accident Book & Procedure (staff and children)			
	Staff Behaviour & Code of Conduct including Mobile phones and dress code			
	Given Policy Folder To Read & Understand			
	Policy checklist given to be completed with mentor as policies are reviewed/ discussed			
	<b><i>By the end of week four you will have:</i></b>			
	An outline of your role, responsibilities, level of authority, work priorities and deadlines.			
	Acquired an understanding of essential policies and procedures			
	An understanding of appraisals , supervision and staff meetings.			
	A date set for your monthly probationary review with your line manger			
	Been provided information on implementing the Early Years Foundation Stage (EYFS)			
	The ability to complete tasks (as identified from the job description) to the required standards.			
	Completed your induction programme, and discussed any issues or comments you may have with The Manager			

**REMEMBER PLEASE date and sign as you complete the Induction AND ENSURE the Manager signs the programme as completed too.**