

# Nursery Childcare Policy - Induction of Staff and Students

**Relating to:** Nursery

**Document reference:** SHCPoINur10

**Document owner:** Nursery Manager

**Date of approval:** 25 January 2024

**Date of next review:** 25 January 2025

## **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 Student Services.