Induction Policy October 2025 (No Updates)

The aim of the induction process is to help new staff to familiarise themselves with the setting and enable them to follow established practices. Subsequent to induction new staff will go through a probationary period where support and guidance will be provided by the Nursery Manager and progress monitored in a 2-way process. At the end of the probation period an assessment of whether expected standards have been met yet will be made:

An Induction Records form will be used to ensure that new staff are provided with all the information and training they need to work in safe and productive way at the Nursery. The form lists elements that need to be signed off and dated in a scheduled way from day 1 to 6 months when probation is normally completed. By the end of the process new staff will have signed off all the elements in the form to demonstrate that they have been made aware of the information listed and expectations of them while working at the Nursery. The induction process includes all the following key areas:

- Fire safety and evacuation procedures, highlighting fire exits, meeting points and evacuation routes for fire drills.
- An explanation of staff responsibilities for Health & Safety and demonstration of manual handling techniques.
- Safeguarding training and details of how to report a safeguarding concern.
- How to report incidents and accidents.
- Details of children with additional needs/dietary requirements/allergies.
- The importance of maintaining confidentiality when information is shared at the nursery regarding the children, their families or other staff members.
- Processes for maintaining staff: child ratios and safety at all times in the Nursery and on outings.
- All new staff are required to read, familiarise themselves with the Nursery risk assessments.
- All new staff are required to read, familiarise themselves with the Nursery policies and procedures and informed where to access the entirety of the Nursery's policies for reference.