



Little Pippins FSU

INDUCTION POLICY

Agreed and adopted by Governors: October 2014

Review Date: January 2021

Review Date: January 2023

Induction Policy

In partnership with parents and carers, the FSU has a duty of care to maintain safety and welfare of all children who access its Early Years Services. This includes safe induction of all staff – temporary or permanent – who work in the Nursery to ensure familiarity with appropriate practice, policies and procedures. In accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, all new staff or staff changing job roles, parent-carer volunteers and student volunteers will receive an induction. The induction enables that person to feel confident in their new job and understand fully their roles and responsibilities.

Before commencement, the Headteacher will ensure that all necessary recruitment checks have been completed by the recruitment team. A start date can then be negotiated.

Prior to the first session or practice placement, managers must ensure that they have discussed and outlined for the staff member:

- Nursery dress code
- Agreed shift pattern
- Area of work within FSU
- Organisational and staffing structure and their place within it
- Name of practice mentor
- Arrangements for meal times
- Non-smoking policy
- Parking facilities.

Focused Practice Discussions

Sessions to include:-

- Code of conduct
- Key safeguarding and health and safety policies informing practice.
- Fire and first aid policies and procedures
Emergency and Evacuation procedures.
- Health and Safety policy and procedures.
- Behaviour Management
Alcohol and Medication
- Principles and practice around confidentiality, data protection and freedom of information.
- Sickness procedures and policies
- Annual leave and lieu time policy
- Key health needs of children such as allergies and medication requirements

- Personal information and emergency contact details
- An awareness of all other policies, also an awareness of procedures for
 - Complaints
 - Uncollected child
 - Outings
 - Equal opportunities
 - Administering medicines
 - Illness, injuries and infection control

Week 1

- Staff team roles and responsibilities
- Supervision and appraisal procedures
- Opportunities to extend knowledge and practice across different areas in nursery
- Recording policy and key worker role

Within their first month of employment staff will be expected to have considered

- Induction – have all areas been covered
- Wider FSU policies and procedures
- Completing induction checklist
- Review of work with practice mentor

Procedure – Additional information

- Introductions to all staff and volunteers.
- Familiarising with the building, health and safety and fire procedures.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Details of the tasks and daily routines
- The induction period lasts 6 months and runs alongside the 3 month probationary period. The Headteacher and Manager induct new staff and volunteers.
- During the induction period the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines and evacuation procedures.
- Successful completion of the induction forms part of the probationary period.
- The inductee will also be offered the opportunity to discuss a learning and development plan that is flexible and meets their individual needs.
- Our written induction checklist will be reviewed at least once a year.



INDUCTION CHECK LIST



Employees name	
Date started	
Person responsible for Induction	

Activity	Signed by staff & dated	Signed by manager & dated
By the end of session 1		
Check that all areas from recruitment process are completed: References received, photograph ID evidenced, DBS, P45		
Give FSU emergency contact details Reporting in sick Dress code Shift patterns and times Staff organisation and structure Assigned mentor/line manager Policy on used of mobile phones and social media sites Receive a copy of EYFS and policies for Session 2		
By the end of Session 2		
Explain the following policies <ul style="list-style-type: none"> • Code of conduct • Safeguarding • Health & Safety • Children's health – allergies & medication • Fire procedure • First Aid • Behaviour management • Confidentiality • Building Security and procedures including arrival & departure of children EYFS – 7 areas of learning		
By the end of Session 3		
Explain the following policies <ul style="list-style-type: none"> • Complaints procedure • Uncollected child • Outings • Equal opportunities • SEN • Key worker • Food handling, safer food, better business • Have an awareness of all FSU related policies and where a copy is kept – signature required. • Child protection training • Learning journals 		

By the end of Week 1		
Understand <ul style="list-style-type: none"> • Roles and responsibilities/staff team • Appraisal procedure • CPD needs Have worked across the FSU Have been assigned children as their key worker and made contact with the parents/carers.		
Within 1 month		
Will have had initial probationary review meeting with mentor/line manager. Information about how their role with support children across all 7 areas of learning. Identified training needs Workload Progress and difficulties Guidance on training. Following this meeting clear targets can be set and reviewed at subsequent meetings.		

Date induction was completed _____

Signed by employee _____

Employees name _____

Job Title _____

Signed by Manager _____

Managers Name _____

Job Title _____