

# Induction Procedure for New Employees/Volunteers/Students

New members of staff, volunteers and students will be introduced to all members of staff and Board of Directors and welcomed to the Life Nursery. They will then be given a tour of the nursery showing both indoor and outdoor areas and the location of the main equipment, routine of the day and policies and procedures of the nursery, to enable them to confidently carry out their role.

## INFORMATION ABOUT THE LIFE NURSERY

**Policies:**

Please read our policies and procedures as your practice within the nursery will be based on these documents. Please take particular note of our equal opportunities, safeguarding, child protection, confidentiality, health & Safety, GDPR, EYFS and student/volunteer policies. If you have any queries regarding the information found please do not hesitate to talk to the Nursery Manager, Louise Gray.

**Links with parents/carers:**

We encourage strong links with parents /carers within the Life Nursery and effective communications are vital between staff and parents/carers. Parents/carers play a key role in their child’s development and at the Life Nursery we work in partnership to enable ALL children to achieve their potential. Please refer to our ‘Partnership with Parents’ policy.

### EXPECTATIONS OF STAFF/VOLUNTEERS/STUDENTS

**Punctuality:**

We ask that all staff be punctual arriving at the Life Nursery as per their contract of employment.

We ask that students and volunteers arrive and depart at the times and dates as arranged and sign the ‘in and out’ register.

**Dress Code:**

Appropriate clothing, footwear and jewellery. See policy.

**Health and Safety:**

The Life Nursery operate a no smoking policy inside or outside of the nursery building. Alcohol is not permitted on the Nursery premises. See policy.

**Parking:**

Parking is available in the Life Centre car park or alternatively on the roadside.

### Nursery Hours

The Life Nursery is open term time only, between the hours of 8.30am-11.30am and 12.15-3.15pm, Monday to Friday. Staff working hours are between 8.00am-4.00pm.

**Observing and record keeping:**

A key person system is in place. All staff are assigned a small group of children to observe and record their development, however, all staff are responsible for observing ALL children within the Life Nursery. This information forms part of a child’s learning journey folder, which is a shared document between the Life Nursery and parents/carers. See policy.

**Roles and Responsibilities of staff:**

Louise Gray - Manager

Designated Safeguarding Lead

SEND Co-ordinator

Paediatric First Aid

Francesca Edwards - Deputy Manager

Deputy Designated Safeguarding Lead

Paediatric First Aid

Demi Gibson - Early Years Practitioner

Paediatric First Aid

Saaiba Talib - Apprentice Early Years Practitioner

Paediatric First Aid

**TOUR OF THE NURSERY**

The Manager will give you a tour of the nursery eg outdoors, indoors, office, toilets, kitchen, children’s toilets and nappy changing areas

**Emergency Procedures**

The Manager will explain and show the evacuation exits procedure, meeting point in case of fire drill, the sound of the fire alarm, the fire drill procedure which is conducted half-termly and the location of the fire extinguishers, fire blanket and first aid kit. See policy.

**Security Measures**

The Manager will explain the signing in and out procedures for visitors, students and volunteers and registration for children and staff.

**Our expectations when working with children**

* Promote independence (supporting children as they pour their own milk/water, peel their own oranges, put on their own coats, hang their coats on pegs, encourage children to put their dummies in their bag or coat pocket – enabling speech and language development)
* Rules and boundaries (encourage children to share toys and snack, tidy away their toys, pick up their toys if they throw them on floor, supporting children at carpet time, at tidy up time or wanting to get children’s attention - adult claps three times and says “1,2,3 stop and show me five” – children to hold up five fingers)
* Hygiene (encourage children to wash their hands before snack, support children in wiping their nose)
* Praise (offering stickers for good tidying, good sitting, good listening, good looking, achievements)
* Staff (to observe every child NOT just their key children, support children in tidying away toys ie correct baskets etc, interact and engage with children, talk and listen to children and give them time to respond, get down to child’s level, contribute to planning eg child’s interests, through observations, next steps, children must always be within sight of adult)

**PLEASE NOTE:**

As a student/volunteer you will be unable to help children within the toilet/nappy changing area and will NEVER be left alone with a child.

**Procedures**

* Introductions to all employees and volunteers (including Directors)
* Familiarisation of the building, health & Safety and fire and evacuation procedures
* Ensuring policies and procedures are read and adhered to
* Introduction to parents
* Familiarisation with confidential information in relation to any key children where applicable
* Details of the daily routine
* The induction period lasts six months (see flowchart)
* During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines
* Successful completion of the induction forms part of the probationary period
* Following induction The Life Nursery continue to support new staff to deliver high quality performance through regular supervisions and appraisal of their work

#### Record of Induction Procedure

NAME…………………………………….………….

I hereby confirm that I have been given the above induction by the Nursery Manager of the Life Nursery.

I have read and understood all the policies and procedures, risk assessments and understand that they must be adhered to at all times as well as the details highlighted in the staff/student/volunteer induction procedure.

Signed:………………………………………. Dated:…………………………………

Policy reviewed by Louise Gray, Nursery Manager and Fran Edwards, Deputy Manager – September 2020

Read and understood by:-

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| Name | Date |
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