

Induction policy

At Wood St Nursery we provide an induction for all employees, volunteers and students in order to fully brief them about the setting, the families we work with, our policies and procedures, curriculum and daily practice. This is to ensure they follow the nursery ethos, understand their roles and responsibilities, safeguard children, and promote children's learning, development and welfare.

Procedure

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers
 - Safeguarding training, including understanding policies and processes.
 - Familiarisation with the building, health and safety, and fire/evacuation procedures.
 - Ensuring our policies and procedures are read, understood and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The manager inducts new employees, volunteers and students and then the room supervisor provides ongoing supervision and support during the probationary period
A member of the senior management team inducts new managers. 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, we continue to support staff to deliver high quality performance through regular supervision and appraisal of their work.