



St. Thomas a Becket Nursery School
3 Tutts Barn Lane
Eastbourne
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Registered Charity No. 1097448

Staff and Volunteer Induction

Responsibility: Nursery Lead and Nursery Manager

Review Cycle: Every three years or with the implementation of a new EYFS, whichever is soonest

Date of adoption / last review:	Signed / Role	Date of next review:
Sept 2015	CJH	Sept 2018
Sept 2018	CJH	Sept 2021
May 2022	CJH	May 2024
January 2024	CJH	January 2027

St Thomas a Becket Nursery Induction of Staff, Students and Volunteers

Policy statement

The EYFS provides a foundation for early years providers to follow. The statutory framework sets out what providers must do under S3 – The Safeguarding and Welfare Requirements, Staff qualifications, training, support and skills.

EYFS 3.26 What practitioners know, plan for, and do matters for children's learning, development, safety, and happiness in settings. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. **Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.** Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

St Thomas a Becket provide an induction for all employees, students and volunteers in order to fully brief them about the structure of our setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

We have a written induction plan for all new staff, which includes the following. The induction period is delivered across the first two weeks of employment. The Nursery Manager inducts new employees and volunteers with the support of the whole staff team.

- Introductions to all employees, students and volunteers.
- Familiarisation with the building, daily health and safety requirements and record keeping including learning environment checks, kitchen safety including allergy information, collection of children procedures.
- Emergency evacuation procedures and the more recently introduced Emergency Lock Down procedures – Responding to Local Threats and Emergencies
- Each staff member's roles and responsibilities through provision of a comprehensive job description (at job application and initial job offer letter recruitment stages).
- Details of the tasks and daily routines to be completed.
- A walk through of our St Thomas a Becket Nursery Safeguarding and Child Protection policy and procedure (and related policies such as Whistle Blowing), identifying child abuse table and safeguarding and child protection associated flow charts.

- Readily available information on how to contact SPOA and the LADO and when they should be contacted.
- Familiarisation of the role of the DSL and DSL responsibilities and how to raise a concern.
- An introduction to the Continuum of Need for assessing level of concern and an introduction to MyConcerns – the online confidential filing system for individual children safeguarding concerns.

- An introduction to our other policies and procedures, ensuring that key policies are read in the induction weeks and adhered to from this period onwards.
- Introduction to the parents, especially parents of allocated key children where appropriate.
- Familiarisation with confidential information in relation to any key children where applicable.

- Location of our Whole Nursery Risk Assessment and other daily H&S records.

- 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 our staff to deliver high quality performance through termly supervisions.
- Extended mentoring is given if needed.