



Staff Induction Policy

In partnership with parents and carers, the nursery has a duty of care to maintain the safety and welfare of all children who access its 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 National Induction resource, all new staff or staff changing job roles 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 Nursery Managers, will ensure that all necessary recruitment checks have been completed on staff to be employed. A start date can then be negotiated.

The ELC National Induction resource can be found [HERE](#) and should be read and referred to throughout your career as a Nursery Practitioner. The document provides an excellent framework to support you in conversations with your manager and in reflecting on your practice.

Initial information to be shared prior to or at the start of the first session or practice placement to be shared by the Nursery manager:

- Nursery dress code
- Agreed shift pattern and start times
- Area of work within nursery
- Expectations
- Organisational and staffing structure and their place within it
- Arrangements for meal times/refreshments
- Parking facilities
- Nursery Information Booklet

This will then be followed up with discussions to include -

- Key safeguarding and health and safety policies informing practice.
- Confidentiality



- Fire and first aid policies and procedures
- Principles and practice around confidentiality, data protection and freedom of information
- Sickness procedures and policies
- Key health needs of children such as allergies and medication requirements
- Personal information and emergency contact details

Week 1

- Introductions to all staff, their roles and responsibilities
- 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 to be completed.
- Recording policy and key worker role
- Completing induction checklist

First Month

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

- Induction – have all areas above been covered
- Knowledge of nursery policies and procedures
- Reflection on practice and any issues encountered
- PRD procedures
- Opportunities to extend knowledge and practice across different areas in the Nursery

Additional information

- The induction period lasts six months. The Managers induct new staff.
- 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.



Name		
Start Date		
Date	Activity	Comments
	Introductions to all staff, their roles and responsibilities	
	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 to be completed.	
	Recording policy and key worker role	
	Checkpoint 1 – have all areas above been covered	
	Knowledge of nursery policies and procedures	
	Reflection on practice and any issues encountered	
	PRD procedures	
	Opportunities to extend knowledge and practice across different areas in the Nursery	

Staff Signature _____

Date _____

Nursery Manager _____

Date _____