



# Little Angels Day Nursery & Pre-Prep School



## Settling in and induction of new staff (including induction procedures & supervision)

An effective recruitment process should ensure that new recruits come to the job with a clear idea of their role and responsibilities. Upon arrival at the nursery, new staff are given a thorough health and safety tour of the nursery. New staffs are given all our policies and procedure and a senior member of staff will ensure these are made clear throughout the induction process. They are then assigned to a more senior member of staff to act as a mentor for at least one week, with the experienced member of staff acting as a role model. This is to allow them to become familiar with all the nursery routines, teamwork, and individual care of each child while becoming confident in the setting. The length of induction period is based on new staff members experience, qualification, knowledge and skills. Mentors are responsible for filling out induction pack along with room seniors and management. Throughout the induction period staff will become familiar with the Early Years Foundation Stage framework.

All new members of staff will undergo an induction that includes familiarisation with the

- Staff Code of Conduct
- Safeguarding and child protection policy
- Part 1 of Keeping Children Safe in Education 2019
- Information regarding the role of the designated safeguarding lead.
- we will identify the staff members child protection training needs.
- Complete Prevent training online

Once staff have become established within our team they are then assigned as a key person to individual children and will have a daily report with parents.

Within the first month the owners and managers will have casual meeting to assess how the new member of staff is getting on. The amount of meetings within the induction process varies and depends on the needs of the new member of staff. Some staff need more time to digest information. Little Angels has a strong policy on supporting on-going training within the staff and value their feedback.

After the Probationary period staff will have regular reviews. These will be scheduled after 6 months and then appraisals annually. Appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for staff.

Staff are given regular supervision time. This is an opportunity for staff to discuss any concerns with their manager. Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

# Policy 19

## **Quality induction of new staff is essential as:**

- Staff will be clear about their specific role and responsibility within the nursery
- They will know and adhere the policy and procedures
- They will respect each other and be happy to share good practice
- Inset days, staff training and staff meetings to be attended to gain experience
- Personal and professional development becoming well trained and experienced members of staff team
- Developing a positive relationship with parents for the parent partnership
- Children needs can be nurtured supported and made a priority

Reviewed January 2020

Next review date January 2021