



## **Crossroads Nursery Staff Induction Policy**

### **Statement of Purpose**

All new members of staff are welcomed by the Senior Leadership Team. New staff will be shown around the premises, introduced to colleagues, children and if appropriate parents. New staff will be made aware of specific policies and documentation relating to the welfare of the child and health and safety procedures. Policies relating to relevant legislation and registration requirements will also be identified. The following policy ensures staff undertake a structured induction, receive regular supervision and ongoing support.

### **Staff Induction**

New members of staff will undertake further induction within one month of commencing employment. Staff will be assigned a mentor who will help them settle into the establishment and use the National Induction Resource to support. Routine practices and procedures will be discussed, and new staff will be made aware of all policies. The routine of the session within the setting will be explained and staff will be made aware of the relevance of relating policy to everyday practice. The Planning and Tracking checklist will be used to ensure that a robust induction is offered to all new staff. **See Appendix 1**

[Early Learning and Childcare – National Induction Resource Latest version - January 2023 \(www.gov.scot\)](http://www.gov.scot)

### **Registration Requirements**

The setting will comply with the requirement under the Public Services Reform Scotland) Act 2010 for early education and childcare workers to hold or be working towards achieving a qualification that is recognised and meets the criteria of the Scottish Social Services Council (SSSC) for professional registration. All early education and childcare workers should be registered with the SSSC or other approved registration bodies. Non-qualified staff should be working towards achieving a nationally recognised qualification that is relevant and appropriate to the role they are undertaking. Staff should be supported to meet the requirements for post registration training and learning and funding should be sought to enable staff to access relevant qualifications.

[The Scottish Social Services Council - Scottish Social Services Council \(sssc.uk.com\)](http://sssc.uk.com)

### **Roles and Responsibilities**

Roles and responsibilities of new staff will be made clear during induction, new staff are encouraged to ask for further clarification or support if required. Links to SSSC Codes of Practice, National Policy, legislation and guidance are referred to and highlighted throughout Nursery policies for support. At Crossroads Nursery staff work together as a team and all staff are here to help and will answer questions or offer advice/ support where required. If you have any concerns, please discuss these with your EYSP, EYLP or Head Teacher.

[National guidance for child protection in Scotland 2021 - gov.scot \(www.gov.scot\)](http://www.gov.scot)

## **Long Professional Learning (CLPL)**

Staff should ensure they have up to date knowledge of current early years developments and identify appropriate training opportunities to meet these. Staff should refer to the CLPL Policy for further guidance.

[ALDO \(Aberdeenshire Learning & Development Online\) – Aberdeenshire Health and Social Care Partnership \(scot.nhs.uk\)](https://www.scot.nhs.uk/ALDO/)

## **Competency Framework**

The setting may wish to invoke the Competency Framework Procedure where there is an issue in terms of a staff member's ability to do their job. The Competency Framework Procedure should be used to improve performance where the reason for the underperformance is a lack of skill, inadequate training and a lack of support. If the member of staff is underperforming in their role due to carelessness, negligence or lack of effort then this should be treated as misconduct and dealt with under Aberdeenshire Council's disciplinary procedures.

[Competency Framework v0.5 2014-02-11.pdf \(sharepoint.com\)](#)

## **Links to Support this Policy**

- National Induction Resource - [Early Learning and Childcare – National Induction Resource Latest version - January 2023 \(www.gov.scot\)](#)
- [The Scottish Social Services Council - Scottish Social Services Council \(sssc.uk.com\)](#)
- [education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf](https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf)
- [How good is our early learning and childcare? \(education.gov.scot\)](https://education.gov.scot/media/3bjpr3wa/how-good-is-our-early-learning-and-childcare.pdf)
- [Quality framework for early learning and childcare 2022 PRINT FRIENDLY.pdf \(careinspectorate.com\)](#)
- [Health and Social Care Standards: My support, my life \(www.gov.scot\)](#)

## Induction Planning And Tracking Checklist

Induction Planning and Tracking	Date Completed
<b>Introduction to the setting</b>	
I have been shown around the premises and know my way around the building.	
I have asked my manager if there is a local induction pack.	
I am aware of the Fire Safety and Evacuation policy and location of fire exits.	
I know where the staff room is located and where to place my belongings.	
I know where the staff toilet facilities are located.	
I know not to answer the door or entry system, until I am familiar with all parents/carers.	
I know the procedure for answering the door to a visitor.	
I know about my break entitlements.	
I understand to whom I report to, and who will be duty manager on each shift.	
I know who my mentor is and that I can ask them about anything I need support with.	
I know the procedure for answering the phone and taking a message.	
I know when my wages will be paid.	
The staff roster has been explained to me.	
I know where staff information is displayed.	
I understand what I should wear to work.	
I am aware of and understand the local policies that I must adhere to.	
If I have a probationary period I know when my probation review is due to be completed.	
I understand that a staff record file will be kept by the manager and I am able to see my own file at any time.	
I know I will be given an appraisal at least annually.	
I know the absence procedure for contacting the manager if I am unwell or unable to work.	
I have received a copy of my contract of employment.	
I have received a job description and I understand fully what is expected of me.	
I understand that I can speak to a member of the management team, if I am unsure of anything or have any questions.	
I am aware of my holiday entitlement and procedure to request time off.	
I am aware that I will be regularly monitored and supervised.	
I am aware that I am responsible for recording my own continuous professional learning (CPL).	
I know I must register with the SSSC within 6 months of starting my role.	
<b>My Responsibilities</b>	
I have read, digested and understood infection prevention and control and Covid-19 guidelines, policies, and procedures as appropriate.	

I have an awareness of key guidance including; How Good is Our ELC?; Curriculum for Excellence; and Realising the Ambition, to support my practice.	
I have read the Health and Social Care Standards, my support, my life and will use these to guide my practice.	
I have read the SSSC Codes of Practice and will use these to guide my practice.	
I am aware of the complaints procedure and whistle blowing policy and where to find them.	
I know to share any information given by a parent and how to record it.	
I know what to do if I have a child protection concern.	
I am aware of and understand Getting It Right for Every Child (GIRFEC), and SHANARRI wellbeing indicators.	
I know how to record and document observations.	
I understand the key worker system.	
I know how to keep children's records.	
I know what cleaning duties are expected of me and where to record their completion.	
I have reviewed the setting's risk assessments and I can complete risk assessments if required.	
I know to contact the duty manager immediately if I suspect a child is unwell.	
I know the correct procedure for recording an accident or incident.	
I know to refer a medicine request to a duty manager or supervisor.	
I know to mark the register when a child arrives and leaves with a parent/guardian.	
I know I must wear protective apron and gloves when dealing with bodily fluids.	
I know where stock is kept and the procedure for requesting stock.	
I know play spaces both indoors and outdoors need to be continually cleaned, tidied and maintained by staff at appropriate and agreed times and understand I have a role to play in this.	
I know to greet children and parents with a warm welcome and a big smile.	
I will always consider my body language and how the children will perceive me.	
I understand the confidentiality policy and know that a breach of this may result in a disciplinary procedure.	
I know I must never smoke in clothes which come in contact with the children.	
I know where to find allergy notices.	
I know where to find menus.	
I am aware of the social networking policy.	
I am aware of the setting's policy for mobile phone use associated with working in the setting.	
I know that peer observations are carried out throughout the nursery.	
I understand the recycling procedures in place.	
I know what to do to prevent a child from choking and how to deal with it should it happen.	
I know who the first aiders are and the first aid box locations.	
I know who the health and safety officer is and how to report maintenance issues.	

