



Staff Induction Policy

Introduction

At Clare House Nursery we recognise that a thorough induction programme is essential in ensuring that every new member of staff feels welcomed, valued and supported from their first day of employment.

A structured induction helps new colleagues understand their role, responsibilities and the high standards expected within our nursery. It also ensures that all staff understand their safeguarding responsibilities and are able to provide safe, high-quality care and education for every child.

Our induction programme supports staff to become confident practitioners, understand our nursery ethos and values, and develop positive relationships with children, families and colleagues.

We are committed to supporting the professional development and wellbeing of all staff throughout their employment.

Safer Recruitment

Safeguarding begins before employment starts.

All recruitment and induction procedures are carried out in line with our Safer Recruitment Policy and are designed to ensure that only suitable adults are employed to work with children.

Before any new member of staff begins work, the nursery will ensure that all appropriate pre-employment checks have been completed, including:

- Enhanced DBS check with Children's Barred List check
- Verification of identity
- Verification of the right to work in the UK
- Verification of qualifications relevant to the role
- Employment history checked and explained where there are gaps
- Two satisfactory references, including the most recent employer wherever possible
- Health declaration confirming fitness to work
- Disqualification under the Childcare Act declaration (where applicable)
- Online search completed in line with our Safer Recruitment Policy
- Verification that the individual meets the EYFS suitability requirements

Enhanced DBS Clearance

As part of our commitment to safeguarding children, all staff, apprentices, students and regular volunteers must have an Enhanced DBS check completed and all safer recruitment checks satisfactorily completed before commencing employment at Clare House Nursery.

No individual will undertake any duties within the nursery, or have access to children, until the nursery has confirmed that:

- An Enhanced DBS check has been completed.
- Identity has been verified.
- Right to work in the UK has been confirmed.
- Appropriate references have been received and reviewed.
- Relevant qualifications have been verified.
- A health declaration has been completed.
- Any other statutory safer recruitment checks have been satisfactorily completed.

Only once these checks have been completed will the individual begin their induction and employment at Clare House Nursery.

Aims of Induction

Our induction programme aims to:

- Welcome new staff into the nursery.
- Introduce our vision, values and ethos.
- Support staff to understand safeguarding responsibilities.
- Ensure staff understand policies and procedures.
- Promote children's safety and wellbeing.
- Support staff to develop confidence within their role.
- Encourage reflective practice.
- Promote positive relationships with colleagues and families.
- Identify training needs.
- Support successful completion of probation.

During Induction Staff Will Receive Training In

- Our Ethos and cultural statement
- Safeguarding and Child Protection
- Prevent Duty
- Whistleblowing
- Code of Conduct
- Health and Safety
- Fire Safety
- Emergency Procedures
- First Aid arrangements
- Infection Prevention and Control
- Food Hygiene
- Safe Sleeping
- Safe Eating and Choking Prevention
- Intimate Care
- Behaviour Support
- Equality, Diversity and Inclusion
- SEND
- Online Safety
- Confidentiality
- GDPR
- Risk Assessments
- Mobile Phone and Camera Policy
- Missing Child Procedures

- Lockdown Procedures
- Key Person responsibilities

Induction Programme

Each new member of staff will receive:

- A structured induction plan.
- An Employee Handbook.
- Copies of relevant policies and procedures.
- A named mentor or supervisor.
- Time to shadow experienced practitioners.
- Opportunities to ask questions and reflect upon practice.
- Regular feedback sessions.
- Time to complete mandatory training.

Supervision and Probation

During the probation period, new staff members will receive weekly supervision meetings with their allocated supervisor.

Each supervision will include:

- SMART targets.
- Reflection on practice.
- Safeguarding discussions.
- Children's wellbeing.
- Training completed.
- Areas requiring further support.
- Wellbeing check.
- Opportunities to ask questions.

Where concerns are identified regarding performance, conduct or suitability, these will be discussed promptly and appropriate support or action will be agreed.

The probation period will normally last six months, although this may be extended where further support or assessment is required.

Confirmation of employment will only be made once the nursery is satisfied that the individual has demonstrated the required knowledge, skills, professionalism and suitability for their role.

Professional Development

Following induction, staff will continue to receive:

- Regular supervision.
- Annual appraisal.
- Continuous Professional Development (CPD).
- Mandatory safeguarding updates.
- Opportunities to attend external training.

- Coaching and mentoring.
- Support to progress professionally.

Responsibilities

Manager

The Manager is responsible for:

- Ensuring safer recruitment procedures are followed.
- Overseeing the induction programme.
- Monitoring probation periods.
- Ensuring mandatory training is completed.
- Supporting staff wellbeing.
- Maintaining induction records.

Supervisor/Mentor

The supervisor will:

- Provide day-to-day support.
- Complete weekly supervision meetings.
- Monitor progress.
- Provide constructive feedback.
- Report concerns promptly.

New Staff Member

New staff are expected to:

- Actively participate in induction.
- Read and understand all nursery policies.
- Complete mandatory training.
- Seek support when required.
- Maintain professional conduct.
- Demonstrate commitment to safeguarding children.

Monitoring

The Manager will monitor the effectiveness of induction through:

- Supervision records.
- Probation reviews.
- Staff feedback.
- Training records.
- Safeguarding audits.
- Quality assurance visits.
- Ofsted recommendations.

