

THE MULBERRY BUSH MONTESSORI NURSERY

**NEW STAFF, STUDENT, VOLUNTEER INDUCTION POLICY**

**POLICY**

At the Mulberry Bush we are committed to ensuring we provide safe, high quality, inclusive provision for the children in our care. The management recognises that knowledgeable, caring, motivated nursery staff are the most important and valued resource we have. The management ensures staff are supported in their practice and in their continual professional development from the outset.

In order for new team members, (including students and volunteers) to settle into the team and their new role quickly and maximise their confidence and performance we invest the time in a robust, informative induction process that gives them a good grounding and involves all aspects of our provision including understanding their individual role and responsibility for Safeguarding Children and Child Protection and health and safety within the setting and beyond. It begins when they are offered a conditional place when they are sign posted to familiarise themselves with the settings core policies and procedures which are accessible on the nursery website ([www.mulberrybushmontessori.com](http://www.mulberrybushmontessori.com)) and on hard copies on request.

From the first day they will begin the induction process with the setting manager and DSL and continues throughout their probationary period to ensure we are maintaining high quality, safe provision at all times. The induction may include mentoring, coaching, supervision and training.

**PROCEDURE**

* New staff will be given an induction starter pack which will give information about our approach, our values and goals, the principles and aims of the nursery and the EYFS. It provides information on our staff code of conduct and core policies such as child protection and safeguarding children, health and safety, and policies that support safeguarding acceptable use policies for online safety and mobile phones, whistle blowing, equality and inclusion, how we support children with SEND, and our behaviour management policy.
* As part of the initial recruitment procedure all staff will be required to complete an enhanced DBS and their offer of employment or placement will be conditional on the DBS results and acceptable references and employment checks. Students must provide a current DBS certificate from their college. They will also be asked to complete an employment form which provides the nursery with information regarding their health and suitability for employment and working with young children.
* When a new team member is offered a conditional place following a rigorous recruitment procedure a discussion will take place with the employee and the nursery Principal to establish and to clarify their understanding of the culture of the setting, our approach and the expectations placed on them and their proposed role.
* It is made clear from the outset the setting has clear expectations of all staff, students and volunteers to conduct themselves in an appropriate manner both within the setting, online and within their personal lives so as not to embarrass or bring the good name of the Mulberry Bush into disrepute.
* They will be invited to spend a day with us to meet the rest of the team and the children. We will give and ask for feedback as we want them to feel valued and involved in the decision-making process from the outset.
* The induction process for new staff will include key information regarding

H & S, risk assessment, evacuation and lock down procedures, confidentiality, GDPR and Data protection, online safety, the setting safeguarding arrangements and their personal responsibility regarding child protection and security procedures.

* They will be given a tour of the setting on their first day, introduced to the team and parents where possible, shown all areas and information about staff deployment to ensure they are aware of and understand their personal responsibility to ensure the children’s safety and wellbeing at all times and know how to report and to who should they have any concerns and how to escalate concerns if they are not satisfied with action taken.
* An induction check list will be completed to ensure we have a record of all areas covered.
* New staff will be informed of nursery staff positions and roles: DSL (s), H & S officer, SENCO, Equality and Inclusion development coordinator, Speech and Language coordinator, behaviour management coordinator. All staff that have relevant emergency paediatric first aid and Appointed person training. Staff deployment and ratios.
* They will be informed of children with SEND, one plans, Children with allergies/intolerances or health conditions and their care plans. Shown where emergency medication is located.
* Shown where the staff accident/incident report book, first aid boxes are stored. Told when and how and who to report any accidents and incidents involving the children.
* New staff are given a Job description and a contract of employment.
* All new staff will be shown where the fire/emergency exits are situated, firefighting equipment and told how and when to use it. Where whistles are located, assembly point and talked through the fire evacuation and lock down procedures. We will carry out a fire / lock down drill during their first term with us.
* New staff will be asked to read the H & S employment poster, Safeguarding Hub and whistle blowing information on the kitchen wall as well as other hygiene rules and procedures they must follow for cloths, handwashing etc.
* H & S information and ensuring they understand their personal responsibility regarding: safeguarding, fire safety, door security, electrical equipment, cleanliness, and hygiene procedures. Where to locate and when to wear appropriate PPE, nappy changing procedure, risk assessment, food preparation and storage, lifting and handling.
* New staff are asked to read and understand the full Statutory welfare requirements of the EYFS and how compliance with our policies and procedures ensure we are meeting or exceeding the EYFS welfare requirements and are always compliant with current legislation and law for example: Child Protection (SET Procedures), H & S, Equality and Inclusion, GDPR/Data security and safety
* Given information regarding the EYFS learning and development requirements and guidelines and how we implement the EYFS requirements in practice through the Montessori Approach.
* Each new team member will be supported throughout their probationary period and beyond. They are appointed a mentor to support and coach them in their professional development.
* The manager will sign post or book relevant training requirements identified to support staff knowledge and CPD that will support them in their role.
* The manager and setting DSL will arrange supervision each term with all staff, students and volunteers. However, they can request to speak to the manager at any time in between supervision.
* The manager will organise and complete joint annual appraisals with staff.