



# Wattisham Airfield Childcare Centre

## Induction

Wattisham Airfield Childcare Centre recognises that high-quality childcare and early education provision is dependent on the input of professional, qualified, highly motivated staff team. New members of staff are welcomed to Wattisham Airfield Childcare Centre team and are recognised for their skills, experience, knowledge and personal qualities that they bring to our setting working with our families and young children.

All new members of staff will take part in an induction programme, overseen by a senior member of staff. As part of this programme, they will be introduced to everyone in the setting and made to feel welcome, given information about staff facilities including lockers that need to be used to store their personal belongings, arrangements for staff breaks and made aware of safety procedures. New members of staff will be introduced to parents in person and informed by email/letter.

The vision and values of the setting will be reiterated and the overall approach to the provision of high quality services for children and families will be explained. All new employees will be expected to provide contact information and proof of identity. Certificates confirming qualifications and proof of their 'right to work' will be examined and copies retained. New members of staff need to provide information, so a Disclosure Barring Service can be completed on our behalf to work in the setting.

All staff are expected to attend applicable training courses including First aid, safeguarding and food safety. Staff meetings are held at least once a term and all staff are expected to attend.

As part of the induction process, new staff members will be given written information which includes safeguarding information and the settings policies and procedures. The manager

will spend time going through these documents and explaining them in detail. Also in the staff induction the room leader will go through all relevant forms of paper work and how this paper work is to be carried out correctly, outlining the correct procedures that are in place in the setting too. Dress code, expectations of behaviour, absence policy and security arrangements for the building will also be explained.

Attention will be drawn to Safeguarding, the setting's grievance and disciplinary policies and to the opportunities for training and professional development during their time at Wattisham Airfield Childcare Centre.

New appointees will be expected to read the paperwork provided and, over the first three months of employment, the manager will check that policies and procedures have been understood and are being implemented. By the end of the induction period, a training programme will have been agreed, identifying the next steps to be taken to support the individual's professional development.

During the probationary period, the manager/Deputy manager will hold a weekly meeting for 4 consecutive weeks with new appointed staff to assess progress and to see how they are settling in. Any shortcomings will be identified, and the employee will be given support and time to address any issues raised. a final review will be undertaken at three months for the end of the probationary period.

## **Procedures**

Induction Process:

- Go through paper work including, DBS form, confidentiality form, grievance procedure, how to report and certify sickness, staff details form, employee data form, job description, and contract.
- Go through induction booklet including health and safety, fire procedures, fire drills, line management, safeguarding and referring a child, holiday entitlement and holiday pay, standards of dress, manual handling, termination of employment, and signing in / out procedure.
- Show new employee around the setting pointing out fire safety equipment and fire exits.

- Introduce new employee to Room Leader and other staff, allow time for the new staff member to settle in room, giving time at the end of the session for any questions.
- Introduce new member of staff to parents, especially parents/carers of allocated key children where appropriate.
- Familiarising the new member of staff with confidential information where appropriate in relation to any key children.
- Share details of tasks and daily routines.
- Show them where relevant paperwork will be kept and children's information in the event that an accident/incident occurs.
- During the probationary period, the individual must demonstrate understanding of the compliance with policies, procedures, tasks and routines.

**Legal framework:**

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Employment Act 2002
- Health & Safety at Work Act 1974
- Employment and Equality Regulations 2003
- Every Child Matters: Change for Children 2004
- Race Relations Act 1976 (& 2000 amendment)
- Sex Discrimination Act 1975
- Special Educational Needs and Disability Act 2001
- The Equality Act 2010 all previous legislation under one law
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- The Employment Equality (Religion or Religious belief) regulations 2003
- The Employment Equality (age) Regulation Act 2006

This policy was adopted at a meeting \_\_\_\_\_ name \_\_\_\_\_ of  
of \_\_\_\_\_ setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_