

## **WHITLEY LODGE UNDER FIVES STAFF INDUCTION PROCEDURE**

1. New staff should read all policies, particularly relating to Equality, Confidentiality, Health and Safety and Safeguarding Children, **Epidemic and Pandemic Policy Covid-19**, the welcome pack and staff handbook and sign to say they will abide by and implement them.
2. Health and Safety – new staff should be made aware of:
  - Safe lifting procedures
  - First Aid Procedures
  - Emergency evacuation procedures
  - Accident recording procedures
  - Door safety procedures
  - Nappy changing procedures
  - No hot drinks in playroom when children present
  - No smoking/vaping policy
  - Mental Health and Well being Policy
  - Daily risk assessment recording – including checks on outside area
  - Cleaning routines – including use of gloves and safe storage of materials
3. Equality and diversity – new staff should be aware of the setting's commitment to equality of opportunity and challenge any discriminatory practice and monitor to ensure all children receive equality of opportunity.
4. Staff to be made aware of the groups commitment to Fundamental British Values and Cultural Capital.
5. Safeguarding children – new staff should be aware that the safety of the child is paramount and familiarise themselves with the procedure for reporting any concerns about a child including what to do if an allegation is made against another member of staff. It is the legal duty of all staff to observe and record/report any concerns. Staff should also be aware of the need to protect themselves, not being alone with children unless necessary and informing another member of staff when taking children to the toilet and changing them.
6. Special needs – all staff should observe children and report any concerns about a child's behaviour or development.
7. Training on Prevent and FGM to be completed
8. General – all staff should:
  - Sign the staff attendance book
  - Ensure they are entered in the staff wages book
  - Read the daily diary
  - Take turns at checking the register
  - Take turns at preparing snack – refer to dietary requirements list
  - Take turns at the door – refer to door procedures – passing on any information received from parents (**different during Covid**)
  - Take turns at all planned activities (this can be flexible if the allotted person is settling a child)
  - Complete observations, of both adult led and child initiated activities.
  - Assist with tidying up
  - Take turns at supporting the Leader at Circle and Song time.
  - Share information with parents/carers (with regard to confidentiality at all times)
  - Have a consistent approach to behaviour management using agreed strategies
  - Maintain records for key children

This procedure was read and understood by all staff.

Carol Shields.....  
Lucy Brown.....  
Helen Graham-Potts.....  
Jayne Pronk.....  
Amy Kennedy.....

Staff meeting date.....2/9/21.....

To be revised September 2022

**WHITLEY LODGE UNDER FIVES**

**INDUCTION PROCEDURE**

I confirm that I have received a copy of the policies and procedures of Whitley Lodge Under Fives, the Welcome pack and the staff handbook and confirm that I will abide by and implement them

Signed..... Date .....

Print name .....

I have also received induction training as listed above.

Signed .....Date .....

Print name .....