

## **Rocks Lane Montessori Induction Policy and Procedures**

At Rocks Lane Montessori, we believe in the primary importance of proper induction processes for all staff, volunteers and students in order to fully brief them about the setting, the families we serve, the importance of each policy area and accompanying procedures, our approach to Montessori and EYFS curriculum and daily practice.

In this, we are guided by Section 3.18 of the revised Early Years Foundation Stage framework, which states that:

*“The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider’s equality policy, and health and safety issues.”*

### **Overview:**

We have a written induction procedure, including an induction checklist for all new staff, which includes the following:

- Introductions to all staff, students and volunteers, and staff in the wider business.
- Familiarising with the building, health and safety, and fire and evacuation procedures, and the local area.
- Ensuring our policies and procedures have been read and fully understood, with an opportunity to answer all questions.
- Rocks Lane Montessori places a particular importance on Safeguarding and Welfare induction training to help them understand that everyone at the setting has a key role and responsibility in this area.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarising with confidential information where applicable.
- Identification of any further training requirements
- Details of the schedules, tasks and daily routines to be completed.

The induction period lasts a minimum of two weeks. The manager inducts new staff and volunteers. During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines, with particular focus on all policies relating to Safeguarding of Children.

Successful completion of the induction forms part of the probationary period and the induction checklist will be kept in the individual’s personal file.

### **Procedures:**

New members of staff will be introduced to all members of staff, and welcomed to Rocks Lane Montessori. They will then be given a tour of the school and surrounding facilities showing the location of the main equipment required to carry out their role.

The key aspects of our induction procedures are:

**Policies:** Staff are required to read our policies and procedures carefully, as their practice within the setting will be based on these documents.

**Key daily procedures:** Staff will be briefed on key daily procedures that they will be required to support. These include the Daily Risk Assessment, recording and care of accidents by children and staff/volunteers, medication administered to children while in your care, visitor records,

emergency evacuation procedure, and the effective deployment of our fire drill procedure. Staff will be shown the location of the first aid kit and the accident book on their first day.

**Links with parents/carers:** As part of induction, new staff will be introduced to parents/carers, in particular and parents/carers of children to whom they are a key staff member.

**Expectations of staff:** New staff will talk through all expectations, including:

Punctuality: Consistent arrival times and dates as contracted.

Dress Code: Appropriate clothing, footwear and jewellery (studs only). We recommend long hair is also tied back for Health and Safety reasons.

Health and Safety: Rocks Lane Montessori operates a no smoking policy inside the building. Alcohol is not permitted on the premises. Hot drinks are not allowed inside the nursery room.

Attendance at meetings/training: Training courses are available throughout the year, and staff will be required to attend some, dependent on their responsibilities within the team. Staff meetings are held regularly, attendance is compulsory to keep you up to date with nursery issues and to discuss any issues you may have.

Level of performance: Every employee should maintain a high level of professionalism, treating every child and adult with respect and keeping all information gained confidential.

Communication: Staff will be provided with our communication guidelines.

**Nursery Routine:** Opening hours and timing will be discussed.

**Observing and record keeping:** A key person system is in place, and as part of the induction, new team members will become familiar with this system. Our EYFS approach to observations and record keeping is facilitated by EYLog – and we will ensure that new team members are fully trained in the system.

**Duties of specific members of staff:** Certain members of staff may have specific roles and responsibilities. The induction will make these specific roles clear, including First Aider, SENCO and Safeguarding Lead.

#### **Probation and Appraisals:**

New staff will be subject to a 3-month probation period.

A new staff member's first appraisal will be conducted after a 3 month probationary period, then 1 every year followed by regular reviews, which aims to discuss progress and progression, and any development requirements.

Points to be discussed with the supervisor include:

Areas of strength and special interests: What are your strengths and interests, do you have any special skills or knowledge you could contribute?

Areas of development and training: What areas would you like to develop and train in?

Career Plan: What do you hope to achieve during your employment within Rocks Lane Montessori?

Staff will go through an Induction Checklist, and provide a signature to ensure that their induction has been completed comprehensively.

**The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.**

**Date: October 2018**

**Our Staff Induction Policy and Procedures will be reviewed annually.**