DDN INDUCTION POLICY

When joining Docklands Day Nursery as an employee or volunteer an induction checklist is undertaken and signed off by the manager of the setting and the new staff member.

A written plan of the following will be read and signed.

Policies and procedures  
Fire drills and exit routes  
Introduction of the new staff to the staff team, children, and parents/carers  
Familiarisation with where information needed to efficiently run the rooms is/are kept  
Confidential information on a need-to-know basis  
Our ethos and nursery future goals  
Training and development opportunities

The induction period is time for the employee to learn and understand the environment as all nurseries are different. We have an open-door policy at this nursery, so any questions or conversations are welcomed at any time.

When an employee reaches the six-month stage a probation review will be held to let the staff know if he/she had passed, extended, or failed. In case of extended, or failed, extra support will be put in place to support the new staff. However, a 4 – 8 weekly supervision will be held with this staff from when they joined the nursery, yearly appraisals are conducted as well. We do this to ensure that the staff is supported in all areas of his/her job.

The new staff should be able to demonstrate a good understanding of policies and procedures, safeguarding and general routine undertaken throughout the day in the nursery.