

## **New Staff Induction / Appraisal Policy**

When a member of staff is given a conditional offer of employment, the start of their induction package begins.

The staff member will need to provide the following when commencing work within the establishment in order to create a staff file:

- 2x Proof of address (recent utility bill – within 3 months)
- Proof of identity (Passport/birth certificate – a copy to be made)
- Contact information sheet
- Medical information
- Emergency contact details
- Bank Details
- NI Number
- Email Address
- Proof of qualification
- Uniform Order Form
- Completed DBS Form / DBS Check / Update Service Check.

Staff will only be hired once relevant checks have taken place, including following up references, proof of identity and clearing a DBS check.

A staff member may start working in a supervised capacity whilst awaiting the DBS clearance; however, if the staff member does not pass the clearance, they will not be offered employment

The initial induction process will take place over 3 days, with the aim of the staff member moving onto the 5 Stars Induction Programme thereafter.

## **Things to bring when settling in:**

- All documents and information as detailed above
- Slippers - to remain onsite
- A spare change of clothes (in case of any accidents or spillages)
- A notepad to write down questions, key information and ideas.

# Creative Stars Day Nursery

'We are stars, watch us shine!'

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## Initial Induction Question List

Question	Answer
What do you do in the event of a fire on site?	
What do you do in the event that a child is not collected on time?	
Who are the designated paediatric first aiders?	
Who is the designated safeguarding lead?	
Who do I talk to if I am concerned that a child has a special education need or disability?	
Where can the nursery policies be found?	
What to do in the event of an accident onsite?	
Where do you sign in and how is it done correctly?	
Where can I find... <ul style="list-style-type: none"><li>• Bumped head parent forms?</li><li>• Staff Accident Forms?</li><li>• Child Accident Forms?</li><li>• Spare nappies and spare clothes?</li><li>• Nappy changing information?</li></ul>	

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## Initial Induction Question List *continued*

Question	Answer
What daily health and safety checks need to be done and when?	
How do I deal with parent concerns and complaints?	
Can I use my phone whilst working?	
What happens if I am expecting an important call?	
When am I expected to arrive at work?	
What happens if I arrive late at work?	
Who do I talk to if I have a concern or grievance?	
What type of information should be recorded on a cause for concern form?	
What type of information should be recorded on an incident form?	
What type of information should be recorded on an accident form?	

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## New Staff Induction

Staff Induction Tick List	Completed?
2x Proof of address (recent utility bill – within 3 months)	
Completed Enhanced DBS Form / DBS Check / Update Service Check.	
Proof of identity (Passport/birth certificate – a copy to be made)	
Contact information sheet	
Medical information	
Emergency contact details	
Proof of qualification	
Bank Details	
Uniform Order Form	

Business manager to then...	Completed?
Obtain 2 completed satisfactory references	
Conditional offer of employment been sent to the applicant	
Staff member been enrolled for e-learning courses in safeguarding, first aid and food health and safety	
5 stars induction programme to be given to staff member and began	
Uniform sourced	
Staff member added to payroll	
Contract created	
Shifts put in place for the week following induction	
Staff File Set up	

## 5 Stars of Induction Programme



The 5 Stars Induction Programme will act as the staff members training programme until completed. Management have assessed and reviewed what is needed from staff when joining the setting. In doing so, the 5 Stars of induction have been created.

The 5 Stars of induction are:

- ★ Safeguarding Star
- ★ Health and Safety Star
- ★ Learning and Development Star
- ★ Observation and Assessment Star
- ★ How We Play Star.

Over the next 6 months (or equivalent for part time staff) , the following induction programme needs to be completed at a good level. Once the staff member completes the induction programme, their 6-month probation period will be reviewed. If a staff member is successful, this will be confirmed in writing by the Managing Director.

Staffs will need to complete training, read policies and learning procedures as detailed below. Once completing all areas of each star, the Managing Director and staff member will sign and date the Star area to show that this area of induction has been completed. The employee will also take a test at the end of completing each Star area of induction to further show proficiency in the area.

### 5 Stars Induction Completion Table

5 Stars of Induction	Awarded?	Staff Member Sign	Managing Director Sign	Date Signed Off?
★ Safeguarding Star				
★ Health and Safety Star				
★ Learning and Development Star				
★ Observation and Assessment Star				
★ How We Play Star				

It is the staff members responsibility to print all certification linked to the induction programme which will then be stored the staff members personal file.

The staff member will be expected to play an active role in gaining the skills, information, understanding and training needed to become a member of the Creative Stars Team.

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## 5 Stars of Induction Programme

### Safeguarding Star



Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Area of Induction: Safeguarding Star	Completed?	Staff Member	Managing Director	Date of Sign Off?
Staff file completed and staff member has provided all information as needed for safer recruitment checks to be in place				
Safeguarding Training Course				
Child Protection Training Course				
Paediatric First Aid Training Booked				
Online Safety Training course				
Female Genital Mutilation Course				
Nappy Changing observed and completed in line with policy				
Prevent Training Course				
Operating During Covid-19 procedures explained and understood				
Individual health care plans explained and understood				
Data Protection Training				
Policies read include: Safeguarding Policy, Child Protection Policy, First Aid Policy, Medicine Policy, Physical Intervention Policy, Prevent Policy, Sun Protection Policy, Toileting and personal care policy, disposal of bodily waste policy, ICT and E-Safety policy, Whistleblowing policy, Complaints Policy				
Staff member can identify who they need to speak to in the event that they have a cause for concern				
Cause for Concern forms explained and understood				
DSL, LADO, MASH roles explained and understood				
Safeguarding Star Test Passed and Completed				

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## 5 Stars of Induction Programme

### Health and Safety Star



Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Area of Induction: Health and Safety Star	Completed?	Staff Member	Managing Director	Date of Sign Off?
Health and Safety Training course				
Food Hygiene Training course				
Food Onsite explained and understood with traffic light system				
Understanding of allergies and intolerances				
Fire Safety Training course				
Fire Drill Completed				
Accident, Incident and Head Injury Forms explained and understood				
Visitors and unexpected visitors policy discussed and understood				
Cleaning Procedures explained and understood				
Infection prevention and control Training Course				
Policies read include: Accident and incident policy, fire safety and procedures policy, Health and Safety policy, Sleep Policy, Visitors Policy, Safeguarding Policy, Lost or missing child policy, Emergency closure Policy, Food for play policy				
Health and Safety Star Test passed and completed				

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## 5 Stars of Induction Programme

### Learning and Development Star



Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Area of Induction: Learning and Development Star	Completed?	Staff Member	Managing Director	Date of Sign Off?
Introduction to the Early Years Foundation Stage Training course				
Areas of Learning discussed, explained and understood				
Characteristics of effective learning discussed, explained and understood				
Daily Routine discussed, explained and understood				
Focus Activities discussed, explained and understood				
Planning viewed, discussed, explained and understood				
Learning and Development Star Test passed and completed				

### Observation and Assessment Star



Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Area of Induction: Observation and Assessment Star	Completed?	Staff Member	Managing Director	Date of Sign Off?
Introduction to child Folders				
Observations – short, long, photo; discussed, explained & understood				
Introduction to tracking and assessment				
Child Target Setting discussed, explained and understood				
Annual Reports discussed, explained and understood				
2-Year-old progress checks discussed, explained and understood				
Observation and Assessment Star Test passed and completed				

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## 5 Stars of Induction Programme

### How We Play Star



Date Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Area of Induction: How We Play Star	Completed?	Staff Member	Managing Director	Date of Sign Off?
What is continuous Provision?				
What is free play and how do we use it?				
Indoor Play – Set up and focus areas				
Outdoor Play – Set up and focus areas				
Structured play				
Child initiated play and adult initiated play				
How child interest and child targets in learning and development should impact or be used when planning for play				
How We Play Star Test passed and completed				

Please indicate below any further knowledge, experience or information you have gathered pertinent to your employment at Creative Stars.

**This policy was reviewed on: 15.08.23**

**Date of next review: 15.08.24**