

Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

5 Stars of Induction and Appraisal 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, 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				

Once staff have completed all 5 areas of induction, they will receive a certificate detailing the completion of the induction programme and have a supervision meeting to discuss next steps in the staff members Continued Professional Development.

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.

Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

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				
First Aid Essentials 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				

Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

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				

Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

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 and 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				

Creative Stars Day Nursery

'We are stars, watch us shine!'

info@creativestarsdaynursery.com - 07507-658-887 – 0208-699-1534 – www.creativestarsdaynursery.com

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.