

Maidenbower Infant School Nursery

Staff / Student Induction Policy

All new staff and students will be welcomed and given time to familiarise themselves with our setting, allowing each person the opportunity to be shown around by a manager who will ensure they understand our procedures and can be integrated into our working team.

THEREFORE:-

- * They will be shown fire exits and be made aware of our evacuation procedure.
- * They will be made aware of the safety measures in the Nursery and garden e.g. checking for dangerous objects, bolted gates.
- * They will be advised of the entry and exit procedure for children & parents.
- * They will be shown around the Nursery facilities so they are aware of the layout of the area and where the resources are kept.
- * They will have the routine of the Nursery explained to them so they understand the way we run our day.
- * They will be given a copy of all our policies and be asked to sign to say they have read, understand and will adhere to them.
- * They will be given a Nursery staff handbook which will contain amongst other things information about First Aid procedures, toileting, who they need to phone in case of sickness and other relevant information about our Nursery.
- * They will be made aware that we do not lift or carry the children unless in extreme circumstances.
- * They will be given the opportunity to raise any concerns or ask any questions they might have with the manager.

THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.