



**LADYBIRDS**  
NURSERY

## **Induction of Staff, Volunteers and Managers**





### **Employment**

#### ***Policy Statement***

At Ladybirds Nursery we provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.





During the current Coronavirus outbreak, we have put procedures in place in which the staff will need to have some extra inductions regarding new policies and new procedures.













#### ***The aim of the policy is to:***

-  Give colleagues a clear understanding of the aims of the nursery
-  To enable smooth and effective team building
-  To give colleagues an effective introduction to our practice
-  To recognise the skills new employees are going to be bringing to Ladybirds Nursery

#### ***Procedures***







We have a written induction plan for all new staff, which includes the following

-  Introductions to all staff and volunteers, including management
-  Working Hours
-  Holidays
-  Familiarising with the building, health and safety and fire procedures





-  Ensuring our policies and procedures have been read and are carried out
-  Introduction to parents, especially parents of allocated key children where appropriate
-  Familiarising them with confidential information where applicable in relation to key children
-  Details of tasks and daily routines to be completed
-  Safeguarding procedures
-  Whistleblowing procedures
-  Use of mobile phones
-  Confidentiality
-  Handling clinical waste
-  Security
-  Fire Drills
-  Prevent Duty

Additional inductions due to Covid 19, or changes to the current items listed above are as follows:






Preparing the premises for re-opening:

-  Social Distancing for parents
-  Removal of mats and some equipment
-  Removal of soft furnishings
-  Removal of wooden equipment
-  New arrival of children
-  No prams allowed

Risk assessments:







-  Dropping off children
-  Collection of children
-  Childrens belongings
-  Children during the day

-  Children with symptoms of Covid 19
-  Equipment from home
-  Touching Faces
-  Shielding children and parents
-  Signs of a cold
-  Symptom free parents
-  Children in nursery
-  Communal internal spaces
-  Sleeping
-  Outdoor space
-  Snacks and meal times
-  Phased return
-  Children's well-being
-  Emotional wellbeing
-  Play provision
-  Children's needs and capabilities
-  Play equipment
-  Keeping children apart
-  Toileting and Handwashing
-  Staff with symptoms
-  Staff attending nursery
-  Number of staff required
-  Understanding new rules and procedures
-  Staff wellbeing
-  Staff bathrooms
-  Food preparation
-  Children and meals
-  Physical distancing
-  Staff distancing










-  Staff meetings
-  Staff training
-  Communication with parents
-  Visitors into nursery
-  Potential visits from new parents
-  Cleaning
-  Fire procedures
-  Deliveries from outside agencies

All these points are covered in other policies or have been covered in the guidance set out by the governments guidance on planning to re-open.


#### Cleaning and Hygiene:

-  Shoes, coats and hand washing
-  Cleaning procedures
-  Outdoor toys
-  Laundry
-  Beds
-  Door handles, light switches

#### Space Management


-  Bubbles of smaller groups of children
-  Children not mixing
-  No communal spaces to be used
-  Nappy changing facilities
-  Staff testing for Covid-19
-  PPE
-  Isolation area
-  Disposal of PPE
-  Sleeping children

## Keeping Staff and children safe

 Meals and snacks

 Self-service suspended

## Physical distancing between groups

 Children not to associate together

 No sharing of toys or equipment

 Staff meeting on a one to one basis

 Training via 'Noodle'

 Staff room moved in larger space

 Social distancing at lunch times

## Hand washing and respiratory hygiene

 Hand washing for staff and children

 Catch It Bin It Kill It implemented

## Enhanced Cleaning

 Cleaning regime throughout the day

 Cleaning chart

 End of day cleaning

 Bedding

## Reducing face to face contact with parents

 Social distancing in place for parents

 New drop off and collection

 New door bell

 All communications via e mail

## Other measures

 Windows open for ventilation as much as possible

 Use outdoor as much as possible

 External visitors limited

## Personal Protective Equipment

 PPE to be used in normal situations

 The use of all PPE to be used with any symptomatic child

### Taking Temperatures

 Take temperatures if a child you suspect becomes symptomatic

### Reviewing Staff

 Staff wellbeing


 Supervisions

### Agreeing a protocol for responding to a suspected case of coronavirus

 Sickness policy amended and shared with staff and parents

 Isolation station and how to use it

 Disposing of PPE used for symptomatic child

 Cleaning if isolation station

### Communication with parents

 Staff asked to watch health and safety video before returning to work

 E mails to parents

 No diary sheets to be handed out

 Accident forms etc to be e mailed to parents

### Identifying safeguarding and SENCO for returning children

 All staff to be aware that normal safeguarding procedures are to be followed at all times

 Key workers can be relaxed and other staff can take control of children

### Planning what children should do and implementing the EYFS

 A relaxed EYFS is in place due to coronavirus.

 Guidance taken from disapplications from Gov.UK

The induction period lasts as long as it needs to depending on how long it takes people to understand the procedures. The manager/deputy inducts new staff and volunteers, and the proprietor inducts new managers.

During the induction period, the individual demonstrates understanding of, and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed July 2016

Date to be Reviewed July 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed June 2020

Date to be Reviewed August 2020

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.