

Staff Induction

To be reviewed Bi-Annually.

Policy Agreed January 2019. To be reviewed January 2021



Staff induction is an important part of becoming a member of the Everton Nursery School and Family Centre team.

Your staff induction will include and make reference to the following in the few weeks of your employment:

1. Lines of accountability/communication methods re expectations of reading the whiteboard, individual face-to-face meetings, email, www.evertonnurseryschoolandfamilycentre.org website, staff envelope, memory pen and main diary.
2. Confidentiality.
3. Procedures of the school/centre re staff handbook / policies / sickness / disciplinary procedures, and how to contact the school/centre when either illness or non-attendance.
4. Holiday entitlements and time owing requests.
5. Health and Safety policy.
6. Fire procedures including the location of fire extinguishers, fire alarms and points. This will be undertaken by the Site Manager. No smoking on-site.
7. First Aid procedures / first aiders in the school/centre.
8. Administration of medication procedures.
9. Your role in the school/centre re job description.
10. Dress code.
11. Personal safety.
12. Child protection/Safeguarding/Incident sheets procedure/E-Safety/Social Networking.
13. Professional development – Performance Management role.
14. School/Centre history and developments – what the school/centre provides.
15. Housekeeping re staff fund, rota's re staff room etc.
16. Tour of the school/centre to locate rooms/fire points/exits etc. Part of this tour will be undertaken by the Site Manager.

Reviewed by the Leadership Team, January 2019.