

Induction Policy

When a new member of staff or student join us a Birchwood Private Day Nursery, we have the following procedure in place:

A tour of the premises inside and outside is given,

To complete and induction and work check list.

Show all members where first aid boxes are kept,

Fire drill procedures shown and explained,

Polices to be read by each member of staff and signed to say they have read them.

Daily routines of the nursery are shown throughout the whole nursery but focused on the room that the staff member is in.

COSHH cupboard shown and explained about how to use materials for staff only.

An induction will usual last about six weeks giving the new member of staff time to train and also to see if they enjoy the nursery setting.

Date 2015

Review 2016