

Fledglings Day Nursery

Checklist of Information to be provided to New Employees

Name:Date Started:
 Job title:

Pre Induction Checks	Date and Initials	Comments
Check and photocopy any relevant documents to prove eligibility to work in the UK		
Check and photocopy relevant qualifications and training certificates		
DBS Check		

Induction Activities	Date and Initials	Comments
Employment details – contract of employment inc; <ul style="list-style-type: none"> • Working hours / days • Overtime, flexitime and time-in-lieu • Lunch / tea breaks • Probationary period • Period of notice • Salary, when / how staff are paid and by whom • Sick leave • Holiday leave and pay • Maternity/paternity rights and parental leave • Pension provision 		
Roles and responsibilities of the job – check these are understood (go through job description)		
Child Protection Policy and reporting procedures, including First Response and LADO.		

Responsible to whom/management structure		
Performance management – appraisals and supervision		
Staff/team meetings		
Training provision/procedure		
Explain rules of the setting/code of conduct – inc dress code, use of mobile phones etc		
Normal routines – setting up, clearing up, set activities on certain days		
Food and drink routines – when/how snacks and meals are served, access to water, food hygiene routines and how food is prepared		
Show around setting – all spaces, inform about lights, heating, toilets, where to keep coats etc.		
Explain collection procedure and do a collection with another member of staff		
Signing in and out procedure		
Door codes – external / internal /alarm system		
Where equipment / play materials are kept		
Daily plans for activities – explain how planning is carried out.		
Show an example of a learning diary and explain how these are filled out.		
Show where documents are kept secure - registration forms, booking forms etc.		
Show cash collecting procedures / petty cash / secure storage		
Show notice boards and general information areas		
Show where cleaning materials are and what is expected before and after a session		
Health and Safety routines, including name of health and safety reps and first aiders, and daily risk assessments		

Location of first aid box and the procedure for administering first aid		
Accident and Incident reporting – what to do if an accident or incident occurs		
Fire and evacuation procedure including fire fighting equipment, location of fire exits and safe assembly point		
Violence and aggression procedures and incident reporting		
Introduction to other play staff		
Introduction to children and parents / carers (do this each day until all have been met)		
Signing in book and weekly time sheet		
Visitor procedure – what to do if a visitor arrives		
Use of office equipment – phones, computer etc.		
Disqualification and the requirement to report any changes		
Give a copy of the staff handbook		

<p>Give copies of and ensure staff understand key policies / procedures:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection • Mobile Phone and Camera Policy • Behaviour • Admissions • Health and Safety / Risk Assessment • Administration of Medication • Equalities • Missing Child • Uncollected Child • Smoking, Alcohol and Drugs • Disciplinary & Grievance • Complaints • Volunteers • Fire and Evacuation <ul style="list-style-type: none"> • Fire & Evacuation 		
<p>Show staff and committee contact numbers</p>		
<p>Sickness reporting procedure / provision of emergency cover</p>		

After 2 weeks, check with new staff that they have read all information and are familiar with their roles and responsibilities and all policies and procedures. It is a good idea for staff to sign to say they have read and understood these.

This form needs to be completed by the person in charge and an allocated MC member. Both staff and management are to have a copy.