

# *Mad Hatters*

## **Induction Training Policy**

All new employees including those returning to work after a break in employment, and temporary employees, will receive induction training. The induction includes:

- Introduction to the nursery – Including day one map
- Introduction to the department and its operations
- DBS Checks including checking of ID.
- Proof of UK Citizenship and entitlement to work in the UK
- References
- Health & Safety policies and procedures
- Safeguarding Policies and Procedures
- All other policies and procedures will be given to read
- Risk Assessments will also be given to read
- The main hazards and control measures applicable to their place of work
- Emergency procedures
- The Staff's role as per the job description with particular consideration of :-
  - any technical and operational responsibilities
  - any quality, environmental, health and safety responsibilities
  - any specific requirements related to children or staff

The Induction documentation will be signed to acknowledge acceptance and understanding of the training given and confirm the capability of the staff to undertake the assigned task.

Completed induction documents will be kept in the employee's personal file.

For permanent employees, training records will be established and maintained. The employee will receive a copy of relevant induction training documents, if requested.

All new employees will shadow a designated member of staff in the first week of employment.