



CARGILFIELD

NURSERY STAFF INDUCTION POLICY

Aims

- To develop trusting relationships with children and their families.
- Develop your role as part of a team and how to develop good communication with children, their families and your colleagues.
- Develop our responsibilities in keeping children safe and who to speak to if you have concerns in relation to a child's wellbeing and particularly to child protection.
- Understand the early learning and childcare policy context, including the background to the increased investment and how we expect this to impact on outcomes for children.
- Understand your responsibility in respect of professional registration with the Scottish Social Services Council (SSSC) and the associated requirements around continuous professional learning and qualifications.
- Understand how to identify and engage with learning opportunities.
- Understand the codes of practice for social service workers.

Mentoring

- You will be assigned a mentor; someone to whom you can turn to for advice and support within your ELC setting. This could be the Head of Nursery or another experienced colleague working alongside you.

Qualification Requirements

- As part of your recruitment process for your role in ELC, you will undergo a Disclosure Scotland criminal record check and will have to be a registered member of the Protecting Vulnerable Groups (PVG) Scheme.
- You can register with the SSSC only after you have started in your ELC role, and your registration category will reflect the position (role and responsibilities) to which you have been appointed. You will register in one of the following SSSC categories:
 - Support worker in a day care of children service
 - Practitioner in a day care of children service
 - Lead Practitioner/manager in a day care of children service.
- When you register with the SSSC you must agree to follow the SSSC Codes of Practice for Workers. You are responsible for making sure that your professional practice meets all the required standards. This includes your practice within work as well as your conduct outside of your work.

CARGILFIELD SCHOOL

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Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

National Induction Resource

- **New Staff Member** - The aim of the National Induction Resource is to encourage you to reflect on the important role you play in a child's life. It is designed to reinforce your individual responsibility and accountability to help you be the best childcare worker possible, to help you to understand how reflecting on your practice can help improve outcomes for children and how your workplace can support you.
- **Mentors** - It may take some time to build up a trusting relationship where the new recruit is able to share thoughts, feelings and progression. Take time at the start of this process to plan how this induction process will work for them. Remember each is an individual and will progress at different rates. You should develop your own timetable for this process, particularly for part time workers, or for those with limited previous experience.

Induction Planning and Tracking Checklist

- The Head of Nursery/mentor will go through the Induction Tracking Checklist with each member of staff ensuring that all dates are completed when appropriate. (See attached).
- Monthly reflections will also be monitored by the new member of staff's mentor who will use the National Induction Resource for guidance. These regular meetings will give the new starter the opportunity to talk about progress, achievements, concerns and areas for development.

Updated by Tiffany Murdoch, Head of Nursery, August 2023

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