

**Crossroads Nursery Staff Induction Policy**

**Statement of Purpose**

All new members of staff are welcomed by the Senior Leadership Team. New staff will be shown around the premises, introduced to colleagues, children and if appropriate parents. New staff will be made aware of specific policies and documentation relating to the welfare of the child and health and safety procedures. Policies relating to relevant legislation and registration requirements will also be identified. The following policy ensures staff undertake a structured induction, receive regular supervision and ongoing support.

**Staff Induction**

New members of staff will undertake further induction within one month of commencing employment. Staff will be assigned a mentor who will help them settle into the establishment and use the National Induction Resource to support. Routine practices and procedures will be discussed, and new staff will be made aware of all policies. The routine of the session within the setting will be explained and staff will be made aware of the relevance of relating policy to everyday practice. The Planning and Tracking checklist will be used to ensure that a robust induction is offered to all new staff. **See Appendix 1**

Early Learning and Childcare – National Induction Resource Latest version - January 2023 (www.gov.scot)

**Registration Requirements**

The setting will comply with the requirement under the Public Services Reform Scotland) Act 2010 for early education and childcare workers to hold or be working towards achieving a qualification that is recognised and meets the criteria of the Scottish Social Services Council (SSSC) for professional registration. All early education and childcare workers should be registered with the SSSC or other approved registration bodies. Non-qualified staff should be working towards achieving a nationally recognised qualification that is relevant and appropriate to the role they are undertaking. Staff should be supported to meet the requirements for post registration training and learning and funding should be sought to enable staff to access relevant qualifications.

[The Scottish Social Services Council - Scottish Social Services Council (sssc.uk.com)](https://www.sssc.uk.com/the-scottish-social-services-council/)

**Roles and Responsibilities**

Roles and responsibilities of new staff will be made clear during induction, new staff are encouraged to ask for further clarification or support if required. Links to SSSC Codes of Practice, National Policy, legislation and guidance are referred to and highlighted throughout Nursery polices for support. At Crossroads Nursery staff work together as a team and all staff are here to help and will answer questions or offer advice/ support where required. If you have any concerns, please discuss these with your EYSP, EYLP or Head Teacher.

National guidance for child protection in Scotland 2021 - gov.scot (www.gov.scot)

**Long Professional Learning (CLPL)**

Staff should ensure they have up to date knowledge of current early years developments and identify appropriate training opportunities to meet these. Staff should refer to the CLPL Policy for further guidance.

[ALDO (Aberdeenshire Learning & Development Online) – Aberdeenshire Health and Social Care Partnership (scot.nhs.uk)](https://www.aberdeenshirehscp.scot.nhs.uk/aldo-aberdeenshire-learning-development-online/)

**Competency Framework**

The setting may wish to invoke the Competency Framework Procedure where there is an issue in terms of a staff member’s ability to do their job. The Competency Framework Procedure should be used to improve performance where the reason for the underperformance is a lack of skill, inadequate training and a lack of support. If the member of staff is underperforming in their role due to carelessness, negligence or lack of effort then this should be treated as misconduct and dealt with under Aberdeenshire Council’s disciplinary procedures.

[Competency Framework v0.5 2014-02-11.pdf (sharepoint.com)](https://aberdeenshire.sharepoint.com/sites/ldexternal/Shared%20Documents/PPP%202023/Competency%20Framework%20v0.5%202014-02-11.pdf#search=competency%20framework)

**Links to Support this Policy**

* National Induction Resource - Early Learning and Childcare – National Induction Resource Latest version - January 2023 (www.gov.scot)
* [The Scottish Social Services Council - Scottish Social Services Council (sssc.uk.com)](https://www.sssc.uk.com/the-scottish-social-services-council/)
* [education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf](https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf)
* [How good is our early learning and childcare? (education.gov.scot)](https://education.gov.scot/media/qryie4yx/hgioelc020316revised.pdf)
* [Quality framework for early learning and childcare 2022\_PRINT FRIENDLY.pdf (careinspectorate.com)](https://www.careinspectorate.com/images/documents/6585/Quality%20framework%20for%20early%20learning%20and%20childcare%202022_PRINT%20FRIENDLY.pdf)
* [Health and Social Care Standards: My support, my life (www.gov.scot)](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2017/06/health-social-care-standards-support-life/documents/health-social-care-standards-support-life/health-social-care-standards-support-life/govscot%3Adocument/health-social-care-standards-support-life.pdf)

**Appendix 1**



