



November 2020

This should be used in conjunction with the new National Induction Resource

RATIONALE/WELCOME

Sgoil-àraich Ghlinn Urchadain recognise that the induction of new staff is vital to the ethos of the setting. We operate as a team offering support and encouragement to each other and this should start from a new member of staff's first introduction to us. The Head Teacher, Kerrie Laird, has overall managerial responsibility for the service and will be the first to welcome new staff to the nursery and ensure that they have all they need in joining our team.

Sgoil-àraich Ghlinn Urchadain is a new service established in 2020. It offers nursery education for 3-5 year olds through total immersion in the Gaelic language. There is a clear emphasis on developing fluency in Gaelic while also working within the framework of Curriculum for Excellence to enable children to experience a broad education that develops the key skills they require for learning, life and work.

AIMS

- To introduce new staff to the setting and working practices.
- To familiarise new staff with the physical layout and resources within the setting.
- To provide new staff with information pertinent to their role.
- To provide a supportive and welcoming ethos for new staff members.

INDUCTION VISIT

Ideally, once appointed any member of staff should be encouraged to visit the setting prior to taking up their appointment. During this meeting or on arrival at the school/setting, the new member of staff should be issued with the following information:

- A copy of the ELC brochure
- A copy of the current Improvement Plan
- A copy of the ELC national Induction Resource and how to use this as part of their induction
- Details of how to access Care Inspectorate and Education Scotland reports
- How to obtain an email address, given access to the server and GLOW, and informed how to access courses on the CPD website as well as, the [Highland Digital Schools Hub](#). (The Head Teacher will complete change forms to enable this.) They should be encouraged to sign up to the ELC blog [Early Learning and Childcare in Highland](#)
- The SSSC registration Process
- On uniform/ID badges etc. use of social media, phones etc.
- Access to toilets, staffroom etc.
- Essential policies/procedures; Confidentiality, Child Protection, Health and Safety, Infection Control, Intimate Care, Food preparation, Administration of Medication, ASN, Spilt Provision, Risk Assessment, Accidents and Incidents, Pick up and drop off procedures and relevant recording for these.
- A copy of their job description or guidelines, which should include the remit specific to their role (Support Worker, SEYP, EYP, etc.). Work patterns/Service Development Time and time to be spent outdoors should be made clear.



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- The name of a nominated member of staff/mentor from whom guidance can be sought
- Contact telephone numbers of Head Teacher.
- What to do if unable to attend work – contact Head Teacher ASAP.
- A copy of the annual calendar for the nursery.
- A copy of 'Advice on Gaelic Education' Education Scotland.

The new member of staff should also be given any other relevant information they need at this time and be given a tour of the buildings.

MENTOR/NOMINATED MEMBER OF STAFF

As each member of staff takes up the post they will be placed alongside another member of staff with whom they can seek support and advice. All promoted or mentor staff are asked to be as supportive and welcoming as possible to their new colleague.

The role of the staff member working alongside the new staff member is a crucial one. As well as encouragement and support they will be able to provide day-to-day advice on the routines of the setting, resources etc.

STAFF MEETINGS

The views of the new staff members are actively sought at staff meetings etc. and they are encouraged to add to the positive debate within the ELC.

Compiled November 2020

Signed: K.Laird

Dated: 19.11.20

Signed: _____

Dated: _____

Signed: _____

Dated: _____

APPENDICES BELOW:

- ELC Staff Induction Checklist
- Checklist of Highland Council Mandatory Training



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ELC STAFF - INDUCTION CHECKLIST

(Carried out by _____ manager/mentor /delegated person)

EYP name _____ Job Title _____ Date of
 Induction _____

Induction Planning And Tracking	Date Completed
Introduction to the setting	
I have been shown around the premises and know my way around the building	
I have asked my manager if there is a local induction pack	
I am aware of the Fire Safety and Evacuation policy and location of fire exits	
I know where the staff room is located and where to place my belongings	
I know where the staff toilet facilities are located	
I know not to answer the door or entry system, until I am familiar with all parents/carers	
I know the procedure for answering the door to a visitor	
I know about my break entitlements	
I understand to whom I will be answerable, and who will be duty manager on each shift	
I know who my mentor is and that I can ask them about anything I need support with	
I know the procedure for answering the phone and taking a message	
I know when my wages will be paid	
My working hours have been explained to me	
I know where staff information is displayed	
I understand what I should wear to work	
I am aware of and understand the local policies that I must adhere to	

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STAFF INDUCTION AND TRAINING DEVELOPMENT



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I know where I can access the various Standards and Guidance documents relevant for our nursery and what these are	
If I have a probationary period I know when my probation review is due to be completed	
I understand that a staff record file will be kept by the manager and I am able to see my own file at any time	
I know I will be given an appraisal at least annually	
I know the absence procedure for contacting the manager if I am unwell or unable to work	
I have received a copy of my contract of employment	
I have received a job description and I understand fully what is expected of me	
I understand that I can speak to a member of the management team, if I am unsure of anything or have any questions	
I am aware of my holiday entitlement and procedure to request time off	
I am aware that I will be regularly monitored and supervised	
I am aware that I am responsible for recording my own continuous professional learning (CPL)	
I know the expectations around CPL including the need for specific training e.g. first aid and a commitment to nursery training tied in to improvement priorities e.g. Words Up.	
I know how to access My Online Learning for Highland Council	
I know how to access ICT resources	
I know I must register with the SSSC within 6 months of starting my role	



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My Responsibilities	
I have read the Health and Social Care Standards, my support, my life and will use these to guide my practice	
I have read the SSSC Codes of Practice and will use these to guide my practice	
I am aware of the complaints procedure and whistle blowing policy and where to find them	
I know to share any information given by a parent and how to record it	
I know what to do if I have a child protection concern	
I am aware of and understand Getting It Right for Every Child (GIRFEC), and SHANARRI wellbeing indicators	
I know how to record observations	
I understand the key worker system	
I know how to keep children's records	
I know what cleaning duties are expected of me and where to record their completion	
I have reviewed the settings risk assessments and I can complete risk assessments if required	
I know the expectation is that all learning will be through Gaelic Medium and will reference the 'Advice on Gaelic Education' Education Scotland document for support in this.	

I know to contact the duty manager immediately if I suspect a child is unwell	
I know the correct procedure for recording an accident or incident	
I know to refer a medicine request to a duty manager or supervisor	
I know to mark the register when a child arrives and leaves with a parent/guardian	
I know I must wear protective apron and gloves when dealing with bodily fluids	
I know where stock is kept and the procedure for requesting stock	
I know playrooms must be kept in a presentable manner at all times	
I know to greet children and parents with a warm welcome and a big smile	
I will always consider my body language and how the children will perceive me	
I understand the confidentiality policy and know that a breach of this may result in a disciplinary procedure	
I know I must never smoke in clothes which come in contact with the children	

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STAFF INDUCTION AND TRAINING DEVELOPMENT



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I know where to find allergy notices	
I know where to find menus	
I am aware of the social networking policy	
I am aware of the setting's policy for mobile phone use associated with working in the setting	
I know that peer observations are carried out throughout the nursery	
I understand the recycling procedures in place	
I know what to do to prevent a child from choking and how to deal with it should it happen	
I know who the first aiders are and the first aid box locations	
I know who the health and safety officer is and how to report maintenance	

The Head Teacher will also record when staff complete first aid, child protection and food hygiene training.



Checklist of Mandatory Training for All Staff

No.	Course Title	Method of Course Delivery	√
1.	Display Screen Equipment Assessment (DSE)	e-learning	
2.	Equal Opportunities & Diversity	Face to Face	
3.	Extinguishing Fires at Work	e-learning	
4.	First Impressions	e-learning	
5.	Financial Regulations	e-learning	
6.	Information Management	e-learning	
7.	Introduction to Health, Safety & Wellbeing	e-learning	
8.	Run, Hide, Tell	e-learning	
9.	Workshop to raise awareness of Prevent (WRAP)	e-learning	

Please note:

- Each e-learning link will take you to the [My Online Learning](#) log in homepage.
- Internet Explorer is the best browser to use when completing e-learning courses.
- You will need Adobe Flash Player installed to view the mandatory Extinguishing Fires at Work video. Contact Wipro directly.
- All course content needs to be viewed from a computer monitor screen. Learners that view content on a laptop screen will lose full functionality and be unable to navigate through the courses.