

## **INDUCTION, STAFF SUPERVISION AND TRAINING POLICY**

### **WHAT THIS POLICY IS FOR:**

The purpose of this policy is to ensure that as a Little Dukes employee, you are provided with a properly structured induction, supervision and training programme giving you the support and tools you need to be able to perform your role to the best of your abilities, continually develop and improve, and understand and abide by all legislative and procedural requirements.

### **INDUCTION:**

We want to make sure that you feel at home at Little Dukes and familiar with the way things work as quickly and smoothly as possible. Our induction is designed to start off by providing all new employees with the same key information. It will then be adjusted by your line manager to suit your individual needs in your new job role, providing you with an understanding of your responsibilities and information about the Company quickly so you can integrate into your valuable role effectively during your probationary period.

An induction relates to all newly appointed employees, volunteers, and students of Little Dukes, as well as any existing employees that move to a new job role within Little Dukes. If you are an existing employee, you will be expected to be particularly proactive during your induction into your new job role; this may be shorter than it would be for a newly appointed employee. In all instances, the induction ensures that you receive the relevant information and support from appropriate sources to enable you to apply yourself to your new job roles fully.

### **YOUR INDUCTION**

Your induction covers the whole period that you are learning about your new role. Whilst this may be heavily weighted to the first few days or weeks, it is likely to run in tandem with your overall probationary period.

On day 1 you will be introduced to your nursery and Little Dukes and the induction programme which will help you get orientated and understand our company culture so that you know what is expected.

You will be sent copies of our policies and procedures on our HR system Hi Bob. The induction will include an overview of each of the key policies and we will point out key aspects to pay special attention to. You will be required to read and acknowledge that you understand the information contained in these policies and how to apply it to your role.

Your line manager or a senior team member will complete any documentation required of you and ask you to sign the statement of terms and conditions of employment if you have not already.

Your training and development plan will be set out including the arrangements for the probationary review meetings.

Arrangements for auto-enrolment to the pension plan will be covered, as well as other benefits and information specific to your job role.

You will be introduced to our online training platform Noodle Now and the list of mandatory training that you will be expected to complete as part of your induction (see appendix 1 below for the complete list)

Your induction will then move to the room or area/department where you will mainly be working. This is when you will be handed over to your line manager or a colleague.

Your room induction will cover introducing you to the teams and support available in the room and explaining how the room operates generally. Your line manager will set out how you fit into existing teams

and how you will be expected to operate effectively within the room. This will include meetings with key employees to go over systems, procedures, equipment, routines, paperwork etc.

Once your induction is complete your head teacher will review the document with you, ask you to sign to agree your understanding and this will be filed in your staff folder on Hi Bob.

**MENTORS:**

As a new employee, when you start your employment and during your probationary period, you will be provided with a mentor.

The mentoring process runs for the first three months of your employment and may be extended on an informal basis. You will be encouraged to discuss the requirements with your mentor and your line manager.

Your mentor is available if you have any problems or queries with your job role. Your mentor is not a coach but can give advice where appropriate and is there to help.

**PROBATION:**

You join us on an initial probationary period. Refer to your Statement of Main Terms of Employment/ Employment Contract for the length of probation.

During this period, we will get to know each other and see whether Little Dukes is a good fit for you and you for Little Dukes. You will meet with your line manager at least three times to discuss your progress, allow you to raise any issues, safeguarding concerns, and set clear goals. At the end of this period, a decision will be made to either pass your probation, extend your probation, or end your contract.

Note that, we reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

**SUPERVISIONS**

Once you have completed your probation and in line with EYFS requirements, you should have a termly supervision with your line manager to review your progress.

This supervision will be sent to you through Hi Bob. You will be asked to fill in your responses in advance and submit the form. Your responses will be reviewed with your line manager in your supervision meeting.

The aim of a supervision is to:

- Give you an opportunity to raise any concerns you might have with children and their families
- Give you an opportunity to raise any concerns you might have with your colleagues
- Agree objectives and goals to work towards and to review previous objective and goals
- Provide you with support if needed, including any training and development needed
- Discuss any changes in personal circumstances, such as medical information, cautions or convictions
- Assess your continuing suitability to work with children.

It is your responsibility at these meetings to raise anything that you know that may have changed in relation to these topics however please don't wait until your supervision to raise matters of concern, in particular areas outlined above. Your line manager or DSL is always available to speak to and 1-2-1s can be arranged at any time.

At the end of the year, you will also review your overall performance and set objectives for the following year. Performance in your supervision will be considered as part of the annual pay review. Any underperformance may result in steps being taken under our capability and performance policy, where necessary, a Performance Improvement Plan may be implemented, and this may also affect your eligibility for pay increases

**Training**

Alongside your supervisions and the training you receive on the job in your setting, you will be expected to complete a variety of online and in person training to help you acquire and refresh the knowledge you need for your role.

Little Dukes offers a wide range of training both in person and online. Your line manager will discuss your training needs in your supervisions and help you access the appropriate training.

Much of our training can be accessed through two key platforms

- 1) The Dukes’ hub
- 2) Noodle Now

The Dukes Hub is our internal learning and development platform, Your Line manager will show you how to access this and book any of the in-person training that is available through it. There is a wide range of training from our full day Fundamentals sessions for Safeguarding behaviour and SEND (all of which form a mandatory part of your induction) through to more specialist training such as Storytelling, Forest school and beginning Management.

Noodle now is our online learning partner; it is here that you will be able to access all of our certificated online courses from safeguarding and whistleblowing though to food safety and Health and safety. There are many other courses available on here beyond our mandatory list and as a Little Dukes employee you have access to all of them to help take your personal development in the direction that suits you.

Your head teacher will also help you access your local authorities learning portal for training that is specific to your local borough.

**Mandatory Training List**

In addition to in-person training received as part of every staff member’s induction and probation, the following courses are mandatory to supplement this face-to-face training. It is your responsibility to ensure that you have completed these courses.

Head teachers will ensure that:

- all staff complete these in line with the timescales listed below
- completion certificates are uploaded to Hi Bob
- the training record on Hi Bob is updated with the date last completed –
- for any gaps identified, it is the Headteacher's responsibility to get the staff to complete the training
- a face-to-face knowledge check is completed with the staff member to review their understanding following any training

Area	Title	Where	Who	When
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H&S	Health and Safety in the workplace - includes Health and Safety, Fire Prevention, First Aid Awareness, Manual Handling and Control of Substances Hazardous to Health (COSHH).	In house training as part of induction delivered by headteacher plus online Noodle Now	All staff	Annual
H&S	Manual Handling for childcare professionals	In house training as part of induction delivered by headteacher plus online Noodle Now	All staff	Annually
H&S	Understanding Risk assessments	In house training as part of induction delivered by headteacher plus online Noodle Now	All staff	As part of induction
H&S	Fire Safety	In house training as part of induction delivered by headteacher plus online Noodle Now	All staff	Annually
H&S	Food Hygiene level 2	In house training as part of induction delivered by headteacher plus online Noodle Now	All staff	Every three years
H&S	Advanced Food Safety and Hygiene (Level 3)	Online Noodle Now	All Chefs, staff engaged in preparation of food	Every three years
H&S	Designated Fire safety officer training	In house training as part of induction delivered by headteacher plus online Noodle Now	Delegated Senior staff	Annually

H&S	Designated Health and Safety officer	Noodle Now: Online log-in and completion	Delegated Senior staff - all heads	Annually
Safeguarding	Advanced Safeguarding and Designated Safeguarding lead Level 3	Noodle Now: Online log-in and completion	All Head Teachers, DSL's and DDSL's	Annually
Safeguarding	Local Authority Level 3 DSL training	In person arranged directly with your LA	All Head Teachers, DSL's and DDSL's	Annually
Safeguarding	Safeguarding Children level 2	In house training as part of induction delivered by headteacher plus online Noodle Now	Everyone in the business	Annually
Safeguarding	Whistleblowing and potential barriers	In house training as part of induction delivered by headteacher plus online Noodle Now	Everyone in the business	Annually
Safeguarding	Female Genital Mutilation Awareness	Noodle Now: Online log-in and completion	Everyone in the business	Start date and annually
Safeguarding	GDPR	Noodle Now: Online log-in and completion	Everyone in the business	As part of induction
Safeguarding	Food Allergy Awareness for early years	In house training as part of induction delivered by headteacher plus online Noodle Now	All practitioners	As part of induction
Safeguarding	The Role of the key person	In house training as part of induction delivered by headteacher plus online Noodle Now	All practitioners	As part of induction
Safeguarding	Special Educational needs	Noodle Now: Online log-in and completion	All practitioners	As part of induction

Safeguarding	Prevent Duty	<a href="https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal">https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal</a>	Everyone in the business	Start Date and Every two years
First Aid	PFA	In person training booked though HR	All staff past probation	Every three years
First Aid	Pediatric first Aid refresher	Online Training Noodle Now	All PFA trained staff	Annually in years when not completed in person course
Management	Safer recruitment	Online Training Noodle Now	All Head Teachers, Deputy Heads, DSLs, Principals, Recruitment team, Hiring Managers	Every three years
Management	Safer recruitment	DEG in person training accessible though HUB	All Head Teachers, Deputy Heads, DSLs, Principals, Recruitment team, Hiring Managers	Every three years
Specialist	SEND Code of Practice	Online Training Noodle Now	All Head Teachers, DSL's and DDSL's and SENDCOs	Every three years
Specialist	Level 3 SENDCO qualification	In person Qualification	All SENDCO's Preferably all Heads	Upon accepting role
Specialist	Role of SENDCO	Online Training Noodle Now	All Head Teachers, DSL's and DDSL's and SENDCOs	Every three years
Specialist	Vulnerability of babies	Online Training Noodle Now	All staff working with children under 2	As part of induction or if moved into under 2's room
Specialist	Understanding babies	Online Training Noodle Now	All staff working with children under 2	As part of induction or if moved into under 2's room
Specialist	Safe Sleeping	Online Training Noodle Now	All staff working with children under 2	As part of induction or if moved into under 2's room
Specialist	Blossoming babies	Online Training Noodle Now	All staff working with children under 2	As part of induction or if moved into under

				2's room
Fundamentals	Fundamentals of Safeguarding	In person full day training	All staff.	All new staff within first six months
Fundamentals	Fundamentals of Behaviour	In person full day training	All staff.	All new staff within first six months
Fundamentals	Fundamentals of SEND	In person full day training	All staff.	All new staff within first six months

**NOTE:**

This policy will be reviewed periodically. The HR team will notify you if any changes are made to it and of the date any change comes into effect. This policy is non-contractual, and we may make changes to it from time to time.