

Staffing and Supervisions

At Raised In it is our duty to ensure that all team members are qualified and/or have relevant work experience and enthusiasm for working in Early Years. All team members are required to provide a recent or complete a new Disclosure and Barring Service (DBS) check. They must also provide Raised In with two relevant and recent references, one of which must be their current/previous employer or college tutor. Original copies of all qualification certificates are required, and a photocopy of each is kept on file.

If a new member of the team does not have a recent DBS or is awaiting their newly completed DBS, they will be supervised at all times until their DBS is returned. This is a requirement.

All new recruits will undergo induction at Head Office, which will be as close as possible to their first day of employment and within their probationary period.

During their induction period, new team members will work alongside a competent and experienced member of the team.

During their first week at Raised In all new team members are required to read through all policies and procedures. They must carry out online Safeguarding and Prevent training. When Safeguarding and Prevent training has been completed, the manager will answer any questions and talk through the key policies such as the Safeguarding and Child Protection Policy to ensure that the new team member has a full understanding of safeguarding requirements. The Educator is required to sign to say that they have read and understood the policies and procedures.

During the induction period, the Nursery Manager will have an in-depth discussion on safeguarding children within the setting ensuring they are confident in identifying safeguarding concerns and are aware of the signs to look for and know what to do if they are concerned that a child is at risk.

During the probation period, the Nursery Manager will provide a probation review at three months, allowing them to ask any questions, set targets and give feedback. At the end of the six-month probation period, a performance review will be held which will inform the team member to inform them if they have passed their probation period or not.

Team meetings will be held approximately every six weeks and all educators should attend; any absent members of the team are required to read through the minutes of the

meeting. During these meetings, an open discussion will be held regarding the nursery on topics such as day-to-day running, evaluation of practice, feedback from courses, sharing general ideas for activities as well as information on children's learning and development.

Educators will have supervisions reviews approximately every two to three months. This will enable us to celebrate achievements, set goals, reflect on practice and discuss any issues that might have arisen.

Educators will have yearly appraisals, where team members are given constructive feedback on their practice throughout the year. Team members are encouraged to reflect on their own practice and plan ahead, identifying any training they would like to undertake during the following year. Educators are encouraged to share ideas to improve the running of the nursery and the management style.

Signed: Nicola Brimble

Date: 01 December 2023

Review Date: December 2024

This policy links to: Staff Recruitment & Induction Policy