Staff Induction & Training Policy (2025–2026)

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1. Purpose

The purpose of this policy is to ensure that all staff at Little Wonders Nursery are effectively inducted and trained to deliver safe, high-quality care and education for children. Continuous professional development ensures staff remain up to date with best practice, statutory requirements, and regulatory guidance, including safeguarding, health and safety, and the Early Years Foundation Stage (EYFS) framework.

2. Induction Process

All new employees will receive a structured induction program starting on their first day. The induction will include:

- An overview of Little Wonders Nursery's mission, values, policies, procedures, and ethos.
- Safeguarding and child protection guidance, including the latest statutory and local authority guidance.
- Health, safety, and hygiene training, including emergency procedures, fire evacuation, and infection control protocols.
- Introduction to equality, diversity, and inclusion practices in line with current legislation.
- Orientation to the nursery's environment, routines, staff, and children.

The induction period will extend over the first three months of employment, during which staff will receive ongoing support, supervision, and performance monitoring. Additional mentoring may be provided where necessary.

3. Ongoing Training and Professional Development

Staff are expected to engage in continuous professional development (CPD) to maintain and enhance their skills. Training and development opportunities will be provided in areas including, but not limited to:

- Safeguarding and child protection, including Prevent and online safety updates
- Paediatric first aid and emergency response procedures
- Special Educational Needs and Disabilities (SEND) and inclusive practices
- EYFS curriculum, assessment, and teaching strategies
- Health, safety, and infection control
- Mental health and wellbeing awareness for children and staff

Training records will be maintained for each staff member, and staff are responsible for keeping an up-to-date log of their CPD activities.

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4. Mandatory Training Requirements

All staff must complete the following mandatory training:

- **Safeguarding and child protection** – within the first 6 months of employment; refresher training at least every 3 years or sooner if guidance changes.
- **Paediatric first aid** – within the first 6 months; refresher training every 3 years.
- **Prevent duty awareness** – completion within the first 6 months.
- **Health and safety** – on induction and updated as required.

Additional role-specific or regulatory training may be required depending on staff responsibilities and changes in statutory guidance.

5. Monitoring and Review

The nursery management team will regularly review induction and training processes to ensure compliance with current EYFS statutory guidance and best practices. Feedback from staff will be used to continuously improve training provision.

6. References

- Statutory Framework for the Early Years Foundation Stage (EYFS), Department for Education, 2025
- Working Together to Safeguard Children, HM Government, 2023
- Health and Safety at Work Act 1974 and associated regulations
- SEND Code of Practice, Department for Education, 2020