

Teitl: Title:	Induction for new Staff and Students - Toybox Nursery
Fersiwn: Version	1
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students Nursery staff and children

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Rheolwr y Feithrinfa /Nursery Manager		
Ymgynghoriad / Consultation:	<i>Rhestrwch nhw / Please list</i> Nursery staff		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		22/01/2025
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	<i>Os yn berthnasol / If applicable</i>
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	<i>Os yn berthnasol / If applicable</i>
	Corff Llywodraethu / Governing Body:		<i>Os yn berthnasol / If applicable</i>
Dyddiad Adolygu: Review Date:	31/01/2028		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

Induction for new Staff and Students

When a new member of staff or student starts at Toybox Nursery the following steps must be taken:

1.1 The new member of staff/student should be given a tour of the nursery pointing out: fire exits, fire equipment, fire evacuation procedures and the location of all first aid boxes.

1.2 The new member of staff will be shown all the policies and procedures of the nursery where to find them and asked to read them. To fill in the chart overleaf when completed and sign it.

1.3 The policy on confidentiality must be discussed and signed.

1.4 Terms of employment will be discussed by a member of the HR department before new member commences work.

1.5 New member of staff should be given a staff handbook (see overleaf).

1.6 New student should be given a student information pack (see overleaf).

1.7 Over the next six weeks the new member of staff is set targets to follow:

1.8 1st week - the new member of staff will be given the staff induction list – first week this will be done over a period of one week working with either the manager or senior nursery nurse. They will also be expected to read through some of the policies and procedures. Also during their first week to get to know the children in their care, introduce themselves to parents and to familiarize with the routine of the room they are situated in.

1.9 2nd week - read some more policies and procedures using the policy and procedure checklist.

1.9 3rd week - hand in the completed induction form. By this time the new staff member will have taken some responsibility in the room.

1.10 4th week - under supervision the new staff member should be able to fill in the medication forms and accident forms. Complete the induction checklist in the first month.

1.11 5th week - the new member by now should be able to talk to the parents about their child's day.

1.12 6th week - by this time the new staff member will be able to work as part of a team and be confident enough to put forward any ideas to other members of their staff.

1.13 Over these six weeks the team leader/manager will talk to the new staff member to discuss how they are getting on and if they have any problems and how they can overcome them. The member of staff will also be asked to fill in an evaluation form.

1.14 After three months there will be a probation review with the Manager/Team leader to go through all aspects of work and again at six months