**H**appiness **– A**chievement – **N**urture**– K**indness

**Kinellar Nursery**

**Staff Induction & Career Long Professional Learning Policy**

The purpose of an induction period is so that you can get to know the setting, staff and children and the day to day running of Kinellar Nursery.

During your induction period you will learn:

• How to develop trusting relationships with children and their families.

• Your role as part of our team and how to develop good communication with children, their

families and your colleagues.

• Your responsibilities in keeping children safe and who to speak to if you have concerns in

relation to a child’s wellbeing and particularly to child protection.

• How we meet the needs of learners through effective and responsive planning, thoughtful interactions and observations and targeted profiling.

• The expectations of our daily routines, e.g. meals and snacks, security, toileting/nappy changing and other aspects of a child’s wellbeing.

• How we create a learning environment to enable learners to develop skills for learning, life and work.

• The policies and procedures we follow at Kinellar Nursery.

• The early learning and childcare policy context, including the background to the increased

investment and how we expect this to impact on outcomes for children

•Your responsibility in respect of professional registration with the Scottish Social Services

Council (SSSC) and the associated requirements around continuous professional learning

and qualifications.

**At Kinellar Nursery we adhere to the ‘Health and Social Care Standards 2017’:**

3.14 - I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

**‘The United Nations Convention on the Rights of the Child (UNCRC)1989’:**

Article 6 - Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 29 - Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**First Week Induction**

During your first week at Kinellar Nursery the Early Years Lead Practitioner will be able to show you round and you will be able to approach them for any support or advice. From then on you will have the opportunity to shadow experienced members of staff during different tasks so that you understand the role of a practitioner at Kinellar Nursery.

We will use our Induction Checklist with new staff to support until competent in different areas of the Nursery day.

**H**appiness **– A**chievement – **N**urture**– K**indness

**Professional Regulation for Early Years**

Protection of Vulnerable Groups

This will be completed through Aberdeenshire Council as your pre-employment checks before receiving your start date.

Scottish Social Services Council

All staff are required to register with the SSSC and this can be done through MySSSC. This should be completed as soon as you have started your role at Kinellar Nursery.

**Continuous Professional Development**

Scottish Social Service Council

You can access the SSSC learning zone online which provides a range of a free resources.

Care Inspectorate Hub

You can access free guidance, policies and legislation, videos, toolkits and documents produced by the Care Inspectorate such as My World Outdoors, Animal Magic and Food Matters.

Scottish Social Services Council, 2017, “SSSC Learning Strategy 2017-20"

<http://www.sssc.uk.com/about-the-sssc/multimedia-library/publications/70-education-and-training/sssc-learning-strategy-2017-20>

Scottish Social Services Council, 2016, “PRTL Guidance”

<http://www.sssc.uk.com/prtl-general-guidance>

Care Inspectorate, 2017, “Childcare Agency Guidance for Providers”

<http://hub.careinspectorate.com/media/277443/childcare-agency-guidance-for-providers-reviewed-28.04.17.pdf>

Aldo

Staff will be able to book onto courses through their Aldo account. Staff are actively encouraged to develop their knowledge to continue to improve our setting and outcomes for children and families.

[http://aldo.aberdeenshire.gov.uk](http://aldo.aberdeenshire.gov.uk/)

Aberdeenshire Council, 2015, “Aberdeenshire Council Life Long Learning”

<https://www.aberdeenshire.gov.uk/media/14271/co1lllapr201516final.pdf>

Online resource: Northern Alliance Improvement Forum

<https://northernalliance.scot/>

**H**appiness **– A**chievement – **N**urture**– K**indness

**Policies and Procedures**

To ensure we are consistent with the delivery of Early Learning and Childcare it is important you read and understand all the policies and procedures of the setting.

**Professional Learning and Support**

It’s important to plan ahead of time for professional learning opportunities and times for one-to-one meetings to discuss development opportunities for all practitioners. This is where having a Quality Assurance calendar as a working document is important. We have Interactive Learning Diary staff meetings where all practitioners can reflect on the impact of professional learning for children and discuss with the EYSP where their key children are at as learners. From this we can make next steps for each individual child. GIRFEC meetings are held where we can discuss any children’s needs etc as a team. As well as this we try to hold a small staff meeting on a weekly basis when we can.

It’s important for management to develop a culture where practitioners are empowered to take responsibility for their own development.

The EYSP completes Personal Performance Plans (PPP’s) with staff on a yearly basis. Where staff will have the opportunity to track progress, reflect upon important highlights and achievements and think about the challenges they will face in the months ahead.

Staff supervision is in place to support any employee who is finding an aspect of their work particularly challenging, this is next stepped and monitored and reviewed by the staff member and EYLP/EYSP to ensure staff meet their full potential. We feel it’s important at Kinellar Nursery that staff feel supported as part of our team.

When we have apprentice practitioners working in the setting, it is important that they can meet regularly with mentors/assessors and the support is their if they require.

<http://www.stepintoleadership.info/>

**Policy Review**

**Date of Issue – January 2021**

**Date of Review – January 2022**

**Policy Author – Nikki Nicol**

**H**appiness **– A**chievement – **N**urture**– K**indness

Appendix 1

Education Scotland, 2016, “How Good is Our Early Learning and Childcare”

<https://education.gov.scot/improvement/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf>

Appendix 2

SSSC online resource: Step into Leadership - Leadership Learning Pathways for Scotland’s Social Services

<http://www.stepintoleadership.info/>

Appendix 3

SSSC, 2016, “Post Registration Training and Learning (PRTL) Guidance”

<http://www.sssc.uk.com/prtl-general-guidance>

Appendix 4

Scottish College for Educational Leadership (SCEL), 2018, “Educational leadership Framework”

<https://www.scelframework.com/>

Appendix 5

Skills Development Scotland, online resource: Modern Apprenticeships

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships/>