

3. Staff Qualifications, Training, Support and Skills



3.1 Induction of employees and volunteers

Policy statement

St Mary's Nursery, Camberley provides an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. The induction will either take place prior to the employees start date or on the first date of employment.

Procedures

- We have a written induction plan for all new staff, which includes the following:
 - Introductions to all employees and volunteers including management trustees.
 - Familiarisation with the building, health and safety, and fire and evacuation procedures.
 - Ensuring our policies and procedures are read and adhered to.
 - Introduction to the parents, especially parents of allocated key children where appropriate.
 - Familiarisation with confidential information in relation to any key children where applicable.
 - Details of the tasks and daily routines to be completed.
- The manager inducts new employees and volunteers. A trustee inducts a manager.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted by	St Mary's Nursery, Camberley	<i>(name of provider)</i>
On	July 2020	<i>(date)</i>
Date to be reviewed	July 2021	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	Andrew Knowles	
Role of signatory (e.g. chair, director or owner)	Chairperson	

St Mary's Nursery, Camberley. Watchett's Recreation Ground, Park Road, Camberley, Surrey GU15 2SR
Phone: 01276 581309 Email: nursery@stmaryscamberley.org.uk
stmarysnurserycamberley.co.uk

St Mary's Nursery, Camberley is a Charitable Incorporated Organisation registered in England and Wales under charity number 1168824. Registered address as above.

3.2 First aid

Policy statement

Staff at St Mary's Nursery, Camberley are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All qualified members of staff hold first aid certificates. The first aid qualification includes first aid training for infants and young children. We ensure that first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x 4.
- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's digital thermometer (front office)
- A cool pack is kept in the fridge

- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. A list of staff and volunteers who have current PFA certificates is [displayed in the setting/made available to parents]
- The first aid box is easily accessible to adults and is kept out of the reach of children.

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- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DfEE)

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