**Table 3.2**

Rapid induction form

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| **Name of member of staff being inducted** |  |
| **Name of member of staff leading the induction session** |  |
| **Date** |  |
| **Overview**: your team and the areas where you will be working. | Your notes |
| **Names of your team leader** and the senior leadership team. |  |
| **Health and safety**: fire and evacuation procedures, first aid, accident book and what to do if you are concerned something isn’t safe. |  |
| **Child protection and safeguarding procedures**: what to do if you are concerned about a child. |  |
| **Our approach to the early years**: managing children’s behaviour, managing the learning environment, play and interaction, key person and relationships with parents. |  |
| **Equalities and inclusion**: our approach and key information about specific children. |  |
| **Professional conduct**: confidentiality, promoting equality and challenging prejudice, acceptable use of ICT and our no-mobile policy. |  |
| **Basic procedures for staff working here**: start/end times, breaks, signing in and out, lockers, and what to do if you are sick or cannot attend work. |  |
| ***What you can expect from us***: we will do everything we can to ensure you have a positive experience of working here. We will treat you with politeness and respect. We will help you to learn and develop. We will ensure the working environment is safe and healthy, and we will make any reasonable changes to the building or equipment to meet your needs. We will support you to be the best you can be.  ***What we expect from you***: that you will always focus on the children and their families as your first priority. You will show engagement and enthusiasm in your play with the children, indoors and outside. You will work positively with all team members and promote our inclusion and equalities policies. You will always follow our procedures and raise any concerns you might have about a child’s safety or wellbeing. | |
| ***Please review your notes****: if there is anything you are not sure about, please feel confident to ask before you start work with the children. As a ‘fresh pair of eyes’ you may notice possible hazards and other problems: please tell us if this is the case.* | |