Rainbow Induction Checklist

NAME:

1. The Day and Routine

Morning Checklist

- White board , Boiled water, Lights, Air con, Windows, Unlocking, Empty dishwasher/ washing machine, Safety check inside and out (choking hazards, dirt/ cats pee), Set up from front to back

Plans/Routines

- Day Structure
- Weekly Plan
- Environmental Plan

Machine Runs – Dishwasher, Washing machines – set times

Closing routine

- Bring in things from outside
- SORTING and TIDYING (draw labels.. if one is missing – respond!)
- Finding equipment in hidden places (edges, behind things)
- Closing kitchen | Closing each space

Forward planning, Prep activities, anticipate what's coming next, and next…

Arrival and collection of children – No wandering parents! CLEAR welcome… take control!

2. Staff Conduct and Self Management

Professional boundaries with and between staff

- Topics of conversation
- Personal boundaries

Cuddles and kissing with the children – No kissing on lips, cuddles and comfort when the child NEEDS it

Coffee/hot drinks

Dress code - Comfortable clothes, which can get dirty without being destroyed, should still look professional.

Obligations - Lunches / Breaks / Shifts / Fridays / Staff Terms and Conditions/Staff meetings

Communication and Information

- Whatsapp; Main Group, Gan Group, Pix, What we Need, Extras, Fridays, Management
- Staff Portal
- Moodle
- Use of own mobile

Own it, Do it, Done! – Activities & Parts of the day, and routines

British English - Nappies, dummies, buggies/perambulators, lift, drawers, knickers, trousers

Language - Normalising non-heterosexual identities; inclusive

A customer service approach

3. Relationships with Parents and Families

Talking to parents;

- body language, and professional spoken language (eg – toileting accident)
- professional boundaries – NO kissing, and hugging
- feedback sandwich
- refer issues to the manager…complaints/concerns
- No phone numbers, baby sitting, facebook
- Biting – never disclose a biter
- Make sure sensitive information can't be heard by other parents

Parent windows and insights
Gan must be fully operational when parents come and go (not half set up or half packed away) – Including LATE children

Informing parents of things we need (milk, wipes, nappies etc) – Neatly on the board, wiped off when they bring it (be aware of confidentiality issues)

4. Managing the Environment

Everything has a place

- Staff bags/coats
- Shelving and things 'hanging' around

Setting and creating spaces

- Enabling environments
- Window dressing
- Afternoon set up

Displays and signs ALWAYS CHECK SPELLING

- English and Hebrew, 1 month – 6 week cycle, well labelled, check spelling, take down if it gets tatty
- Signs for parents written neatly

Zoning – all day, every day, inside and outside!

Dishwasher, Times, Knives, Toys, Loading

Entrances and Walkways – Clear paths for children

Music – range of music, no more than 50% of children's waking time

No Shoes inside – bring gan shoes, slippers, crocs – that are washed regularly. Remind visitors!

5. Promoting Learning and Development

Behaviour policy with the children

- positive language and reinforcement
- ground rules
- what is acceptable / not acceptable
- use of word 'No'
- Intervening with children's conflicts
- Focus on 'desired' behaviour, rather than undesired behaviour
- High expectations, but age appropiate

Following children's choices

- Joining in
- Encouraging…

Adult role in children's play

- Protecting play
- Extending play
- Engaging in play
- When to take part, when to stand back

Bilingual nature of the gan - Use of one language by staff

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Promoting independence

- Carrying children
- Baby bouncers
- Feeding
- Choosing

Use of templates and adult's drawings etc – this should be minimal or not used at all

EYFS and areas/aspects

6. Care Routines and Children's Wellbeing

Group Folder

- Register
- Children's feedback (eat, sleep, poo)
- Emergency contacts at the back
- Sleep
- Eat
- Nappies changing routines
- How to do pottying and toileting

Changing children

- Own cloth
- Intimate time
- Use of language
- Check the how to care for me sheets
- Washing hands before and after each change

Children's dress

- Too hot, Too cold
- Too many/few layers (can they MOVE?)
- Clean and presentable at the end of the day
- Look after the children's belonging… DO NOT say to parents that **something is lost** – you need to look after

Children's drinking/water

- babies and Toddlers– boiled water for under 1 year
- pre-school upwards - tap water
- Drinking cups always available
- Monitoring how much children drink, especially on hot days

Lunch and Snacks

- No deviation, don't add anything in!
- Promote independence
- Children serve up; minimal food on plate, take more if want to, lunch served 'not cold' (but not hot)
- Eat only in designated area
- No toys, blankets or comforters at food table
- No 'waiting' for food, it is ON THE TABLE when they arrive
- Children can come and go from the table when they want – they do not have to 'wait' for others
- No 'over-encouragement' to eat
- No Bamba, chocolate, snacks etc

7. Policies and Procedures

- **Settling In Policy**; 5 – 8 days, expected behaviour of parents
- **Staff Holiday**
- **Staff sickness**
- **Infection control**
- **Child protection**
- **Security**
- **Emergency procedures-** Fire, bomb alert, siren
- **Taking photos**
- **Celebrating religions**
- **Collection of children;** receive as much information. Whatsapp a pic if possible
- **Responding to Accidents,**
- **Administering medicine;** No acamol/nurofen allowed. Antibiotics only if given for 24hrs before, Clearly labelled, not kept at gan
- **Children's sickness and exclusion policy**
    - when is diarrhoea really diarrhoea
    - fever, communicable diseases
    - runny noses

I confirm I have been inducted in all topics listed above, and will implement these guidelines and working practices into my work at Rainbow.

Signed_____ Date_____