



Transferring Staff

- In order to meet our needs for relief staff we will at times ask staff employed at other premises to help out.
- We will ensure that in such circumstances that they are appropriately supported and made to feel welcome in any new room or setting.
- Room co-ordinators (or the most senior member of staff in charge) will be responsible for providing a mini induction in such situations. This is identified below.
- Clearly there are benefits for both the nursery and its staff if this method is used for recruiting relief staff.

Staff working in other Horn End premises will be familiar with routines, toys, timetables and our standards. They will therefore adapt more readily to the needs of the children and staff in the new setting. There should be more continuity by using permanent staff rather than casually employed team members. On the whole any transferred staff will be fully qualified and not in need of additional training.

For staff involved in transfers they gain benefit from new ideas, benefit professionally by working with a wider range of children and staff and increase their career potential as a result.

Procedure for transferred staff

- New employee to be welcomed and introduced to team in room
- Shown essential facilities such as bathroom, hygiene supplies, kitchen.
- Should not be expected to receive children or give feedback to parents until having worked on several occasions
- Introduced to rest of staff as they pass through room.
- Introduced to parents where possible
- Brief review of fire drill
- Shown notice boards and survival guide
- Informed about breaks
- Feedback is encouraged as sharing good practice benefits all settings. If there are any concerns about standards they should be referred immediately to the nursery manager. Any issues of this nature must be handled confidentially and should not be the subject of discussion in any other setting or with any staff other than the manager. The management does not condone unprofessional discussions about other staff/Horn End settings.
- If you feel that you have been transferred and are surplus to requirements due to changes in circumstances please check with the nursery manager or person responsible. You will be allowed to return to your main setting as soon as possible.
- If you have incurred petrol costs you should write any additional miles down in the book in the office at your main place of work.
- Relief staff should be thanked for their help.