



Induction Policy

Reviewed November 2019

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Introduction

This policy applies to all employees and also, as appropriate, to volunteers, agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction programme.

The first weeks and months are vital to the success of any appointment; however, we recognise that a yearly cycle of induction is crucial to complete the first academic cycle of a staff member's employment. The arrangements made for introducing a new employee, volunteer or governor to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contributions to the school. The Induction Programme is designed to help new employees, volunteers and governors become familiar with the requirements of their position and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible. The Induction Programme should be cross-referenced to the NQT Induction requirements as appropriate.

The Induction Process

The induction process will:

- Provide information and training on the school's policies and procedures.
- Provide Health and Safety, Safeguarding/Child Protection training and assess its effectiveness.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement.
- Explain the school's Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them at the school and gain support to achieve those expectations.
- Identify and address any specific training needs.

The Induction Programme

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered.
- An induction timetable.
- Details of help and support available.
- Details of work shadowing, if appropriate.
- Details of other relevant individuals with responsibility for induction, e.g. the designated line manager or mentor, if required.

Appendices

Appendix 1 Management and Organisation of Induction

Appendix 2 The Induction Programme

Appendix 3 Induction Checklist

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

One of the Deputy Headteachers is responsible for the overall management and organisation of induction of new employees, volunteers, supply teachers and agency staff.

The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

2. The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible.
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice.
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular, Safeguarding/Child Protection and Health and Safety
- A training timetable
- A checklist of the policies and procedures to be understood
- Details of help and support available
- Details of other relevant individuals with responsibility for induction e.g. the designated line manager or mentor

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Deputy Head responsible for induction.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook.
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Learning Support Assistants

All new staff should be given appropriate induction advice, training and resources by the Deputy Head responsible for induction.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Staff Handbook

- School Policies
- Policy documents, including School Development Plan
- Year group schemes of work and planning documents (YGL)
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists (YGL)
- Information on whole school and year group resources, including ICT (YGL)
- Timetables (YGL)
- SEND information (SENDSCO)

Administrative Staff and Site Staff

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher responsible for Induction and the admin/site team.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures
- Staff Handbook/Code of Conduct
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training and resources by the Deputy Head responsible for induction.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures
- Staff Handbook/Code of Conduct
- Specific job related training such as Behaviour Management

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures

- Code of Conduct
- Current relevant school information, policy documents and School Development Plan
- Ofsted and school performance data
- DfE information on the role of governors
- Governing Body Policy documents
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes
- Latest governing body report to parent and school newsletters
- Information and access to governor training courses

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Deputy Head responsible for induction.

This should include:

- Safeguarding Children and Child Protection
- Health and Safety
- Fire and emergency procedures
- First aid procedures
- Code of Conduct

Appendix 3

Induction Checklist (see accompanying document)

Induction Checklist



Name:

Start Date:

Induction Element	Tick, date and initial on completion	Notes
Pre-employment		
DBS (formerly CRB) applied for		
Identity checked/verified		
Personnel forms completed and returned		
Notification of start date		
All relevant forms completed - candidate cleared to start employment		
Contract sent by LA		
Employee starts		
Met by member of SLT and introduced to year group team and work colleagues		
Issued with ID pass		
Tour of school		
Safeguarding to include: Safeguarding and Child Protection Policy Code of Conduct School expectations/protocol Positive Handling - if appropriate Specific info - if appropriate		
Health & Safety to include: Fire Procedures Evacuation in/out procedures First Aid information Risk Assessments Accident Reporting Manual Handling		

Hazard Reporting Smoking Policy H&S Policy		
Introduction to network team: Email, Google Suite access, systems, any training required		
During first two weeks		
Introduction to Admin dept. to include: Location, who does what, telephone system, reprographics		
Forms to be completed and returned: Acceptable Use Policy Pecuniary Interest		
By First Half Term		
Pastoral Team - LMs and HSSW Roles		
Teaching and Learning - To include strategies and initiatives.		
Teaching and Learning – to include classroom strategies, tools, marking and feedback and presentations policy workshops.		
School behaviour and reward systems and attendance incentives understood.		
Throughout the Academic Year		
Parents Evening Procedures		
Report Writing Procedures		
End of Induction Period		
Signed off by member of SLT		

I confirm that I have received the induction as detailed above.

Signed _____ **Date**
