



## **Staff Induction Policy**

<b>Policy Review Date</b>	<b>September 2023</b>
<b>Date of Next Review</b>	<b>September 2024</b>
<b>Who Reviewed this Policy?</b>	<b>Teaching and Learning Governing Body</b>
<b>Date Approved by Governing Body</b>	<b>Pending Approval</b>
<b>Headteacher</b>	<b>Mrs Georgina Delmonte</b>
<b>Chair of Governors</b>	<b>Mr Chris Speller</b>

*This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.*

## Staff Induction Policy

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## Staff Induction Policy

### 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 Early Careers Teacher (ECT) Policy and 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

## Staff Induction Policy

### Appendix 1

#### Management and Organisation of Induction

##### 1. Responsibility for Induction

The Deputy Headteacher 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.

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### 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 who is 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 and relationships 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 Headteacher.

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 approaches to the curriculum and planning documents (YGL)
- Assessment advice, recording, reporting, resources and procedures (AHTs)
- Class and set lists (if appropriate) (YGL)
- Information on whole school and year group resources, including ICT (YGL)
- Timetables (YGL)
- SEND information (SENDSCO)

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### Administrative Staff and Site Staff

All new staff should be given appropriate induction advice, training and resources by the Deputy Headteacher 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 Headteacher and Senior Midday Supervisors..

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 and Relationships

### 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 Headteacher.

This should include:

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

## Staff Induction Policy

### Appendix 3 Induction Document (Excel)

Pre-Employment	
	Role
	DBS applied for
	DBS received
	Identity checked/verified
	Personnel forms completed and returned
	Notification of start date
	Contract sent by LA

First Day	
	Met by SLT
	Introduced to SLT
	Introduced to YGL/YG/Line Manager
	Issued with ID pass
	Tour of School
	Staff handbook received

Safeguarding CPD	
	Whole School CPD completed (LA)
	Safeguarding and Child Protection Code of Conduct
	CPOMs login received
	CPOMs accessed
	Introduced to safeguarding team
	Roles of safeguarding team identified & explained

Health and Safety	
	Fire Procedures shared
	Evacuation in/out procedures
	First Aid Information
	Risk Assessments
	Accident / Incident Reporting
	Manual Handling (if appropriate)

## Staff Induction Policy

During First Two Weeks
Introduce admin team (location and roles)
Absence procedures explained
Key Policies read (including Behaviour and Relationships, Marking and Feedback)

Leadership Team
Middle Leader Checklist Shared / Discussed
Curriculum Teams Introduced
Leadership Team Meeting Dates Shared
Meet with Curriculum Leads - Humanities
Meet with Curriculum Leads - Art & D&T
Meet with Curriculum Leads - Languages
Meet with Curriculum Leads - Science
Meet with Curriculum Leads - PSHE
Meet with Curriculum Leads - PE
Meet with Curriculum Leads - Computing
Meet with Curriculum Leads - RE
Meet with Curriculum Leads - Music
Meet with Curriculum Leads - S&L / EAL

Teaching Staff
School Development Priorities Shared
Teaching Certainties Discussed / Explored
Teaching Strategies to be Shared / Discussed
Meet with Reading Lead
Meet with Writing Lead
Meet with Maths Lead
Meet with YGL regarding curriculum approaches
Meet with YGL regarding marking and feedback
Parents Evening Procedures / Expectations
Report Writing Procedures / Expectations