

Staff Induction Policy



Approved by: Governing Body

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1 Introduction

1.1 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.

1.2 The first weeks and months are vital to the success of any appointment. 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 contribution 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 ECT Induction requirements and probationary periods for staff, as appropriate.

1.3 The induction process will

- Provide information and training on the school's policies and procedures.
- Provide 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/carers and the wider community.
- Contribute to the colleague's sense of job satisfaction and personal achievement.
- Explain the school's 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.

1.4 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.
- a details of induction meetings.
- details of other relevant individuals with responsibility for induction e.g., the designated mentor or supervisor.

1.5 Appendices

Appendix A Induction Checklist

Appendix B Staff Information

2. Management and Organisation of Induction

2.1 Responsibility for Induction

- The Operations Manager is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.
- The Office Manager is responsible for the overall management and organisation of induction of volunteers.
- The Head Teacher is responsible for the overall management and organisation of induction of the Governing Body

2.2 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.

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:

- Information relating to Child Protection and Health and Safety are provided.
- 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 mentor or line manager

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 Operations Manager. This should include:

- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education

- Health and safety
- Fire and emergency procedures
- Behaviour management policy
- Relevant information on curriculum, schedules and timetables

Teaching Staff including Progress and Engagement Guides (PEGS)

All new staff should be given appropriate induction advice, training, and resources by the Head Teacher. This should include:

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2022
- Health and safety
- Fire and emergency procedures
- Policy documents
- Year group schemes of work
- Assessment advice, recording, reporting, resources, and procedures
- Class lists
- Information on whole school and year group resources, including ICT.
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Head Teacher. This should include:

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2022
- Health and safety
- Fire and emergency procedures
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration etc.

Cleaning Staff and Caretakers

All new staff should be given appropriate induction advice, training and resources by the Site Supervisors. This should include:

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2022
- Health and safety
- Fire and emergency procedures
- Specific job-related training such as manual handling, use of ladders or kitchen safety

Governing Body

All new Governing Body should be given appropriate induction advice, training and resources by the Clerk to the Body/Head Teacher. This may include:

- Induction Pack Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2022
- Health and Safety
- Fire and emergency procedures
- Current relevant school information, policy documents and School Improvement Plan data.
- School information including staffing, Ofsted and school performance data
- DfE information on the role of the Governing Body
- Dates and times of whole Governing Body and subcommittee meetings
- Access and information of previous Governing Body minutes
- Information and access to Governing Body training courses.
- Staff Induction Policy

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Inclusion Manager. This should include:

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2022
- Health and safety
- Fire and emergency procedures

Appendix A General Induction Check List

Name:	
Start Date:	
Line Manager:	
Date of Completion of Induction:	

First Day

Induction Element	Tick on Completion
Meet Induction	
KCSIE	
Introduction to Line Manager	
Tour work area - introduction to work colleagues and work area	
Location of facilities – toilets etc.	
Hours of work	
Telephone system and arrangements for personal calls	
Use of personal mobiles	
ICT and Resources familiarisation	
Health and Safety aspects relating to individual's work environment	
Notes:	

First Term

Induction Element	Tick on Completion
Meet with Head Teacher within first term, review progress and agree training and development needs, identify development needs and agree means of meeting	
Notes:	

End of Three Months

Induction Element	Tick on Completion
Meet with line manager	
Agree an action plan to deal with any outstanding items	
Midway Probation Review with Line Manager	
Notes:	

Policies and Procedures	Tick on Completion
<p>Health and Safety. This will include:</p> <ul style="list-style-type: none"> • provision of or reference to the location of the School policy • information and training in relation to the employee's responsibilities <p>Further training may be necessary depending upon the responsibilities of the post holder</p>	
<p>Fire and Emergency Procedures This will include:</p> <ul style="list-style-type: none"> • fire action and other fire notices, • location of firefighting equipment, • means of raising the alarm including the position of fire alarm points • fire evacuation procedure and means of escape, • fire assembly points <p>Further training may be necessary depending upon the responsibilities of the post holder</p>	
<p>First Aid This will include:</p> <ul style="list-style-type: none"> • location of first aid provisions, • location of notices bearing details of qualified First Aiders, • means of obtaining first aid assistance • policy on providing first aid for pupils <p>Further training may be necessary depending upon the responsibilities of the post holder</p>	
<p>Policy and procedures relating to</p> <ul style="list-style-type: none"> • Safeguarding Children and Child Protection including Part 1 of Keeping Children Safe in Education 2022 • Behaviour Management • Sickness Absence • Performance Development 	
<p>Notes:</p>	

Appendix B Staff Information

DO'S AND DON'TS

Do	Don't
<ul style="list-style-type: none">• Treat everyone with respect and dignity• Treat all information as confidential and on a need to know basis• Be reflective and act on feedback• Maintain professional teacher /pupil relationship• Encourage pupils to make positive choices• Include all pupils and encourage social interaction• Take care when escorting and assisting pupils• Avoid physical intervention as far as possible• Follow behaviour management programmes• Wear comfortable, appropriate, professional clothes• Model appropriate behaviour and high expectations• Share concerns or worries appropriately• Focus on quality teaching and learning• Ask questions!	<ul style="list-style-type: none">• Talk about pupils in front of them or within hearing without including them• Speculate or gossip• Leave pupils unattended• Wear inappropriate clothing or jewellery• Be late• Use your mobile phone in school time• Take photographs of pupils on your mobile telephone Take school cameras home and only take them offsite for school trips• Smoke in school