

Staff Induction Policy



Approved by: Governing Body

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|---------------------------------------------------|----|
| 1. Introduction..... | 3 |
| 2. Management and Organisation of Induction..... | 4 |
| 3. Appendix 1 - General Induction Check List..... | 7 |
| 4. Appendix 2 - Staff Information..... | 10 |

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 NQT Induction requirements and probationary periods for support 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 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

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

1.5 Appendices

Appendix 1 Induction Checklist

Appendix 2 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 Inclusion Manger is responsible for the overall management and organisation of induction of volunteers
- The Headteacher 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 management committee 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.

3 The Induction Programme

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 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
- a diary of meetings
- 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:

- Welcome Pack
- 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 PEGS

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

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2020
- Health and safety
- Fire and emergency procedures
- Policy documents, including School Improvement Plan
- 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 Headteacher. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2020
- 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:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2020
- 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/Headteacher. This may include:

- Induction Pack

- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2020
- Health and Safety
- Fire and emergency procedures
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure 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 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:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education 2020
- Health and safety
- Fire and emergency procedures

Appendix 1 General Induction Check List

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

First Day

| Induction Element | Tick on Completion |
|---------------------------------------------------------------------|--------------------|
| Meet Induction Coordinator | |
| Introduction to Line Manager | |
| Tour work area - introduction to work colleagues and work area | |
| Location of facilities – toilets etc. | |
| Hours of work | |
| Arrangements for breaks and lunch | |
| 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 Week

| Induction Element | Tick on Completion |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Planned meetings with key people | |
| Personal programme and planned introduction to duties of post - agreed with the Induction Coordinator | |
| Meet with Induction Co-coordinator at the end of the first week, review progress and agree training and development needs, identify development needs and agree means of meeting | |
| Notes: | |

End of First Month

| Induction Element | Tick on Completion |
|-----------------------------------------------------|---------------------------|
| Meet with Induction Coordinator and review progress | |
| Agree action plan to deal with outstanding items | |
| Notes: | |

End of Three Months

| Induction Element | Tick on Completion |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Meet with Induction Coordinator to determine whether Induction Programme is complete or if there are still outstanding items. | |
| 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 2020 • Behaviour Management • Sickness Absence • Special Leave of Absence • Performance Development | |
| <p>Notes:</p> | |

Appendix 2 Staff Information

DO'S AND DON'TS

| Do | Don't |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Treat everyone with respect and dignity• Encourage pupils to make choices• Take time to communicate with pupils• 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, casual clothes• Ask questions! | <ul style="list-style-type: none">• Lead pupils by their wrists or push or pull them, however gently• Talk about pupils in front of them without including them• Manually lift or position pupils• Leave pupils unattended• Be on your own with pupils• Wear hanging jewellery• Be late for start of day, lessons or breaks• 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 |