Staff Induction Policy

Introduction

This policy applies to all employees and also, as appropriate, to interns 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. The arrangements made for introducing a new employee 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 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.

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 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 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

Management and Organisation of Induction

Responsibility for Induction

- The Head of Primary and Head of Secondary are responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff within their departments.
- The CEO is responsible for the overall management and organisation of induction of Governors
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The person responsible for induction should
- Make arrangements to ensure that a new member of staff 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.

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

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the HoP or HoSS. 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 Teaching assistants

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
- 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
- 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 Site Supervisors

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
- Health and safety
- Fire and emergency procedures
- Specific job related training such as manual handling, use of ladders or kitchen safety

Governors

All new Governors should be given appropriate induction advice, training and resources by the CEO. This may include:

- Induction Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, ISI and school performance data
- Information on the role of governor
- Dates and times of whole governing body meetings
- Access and information of previous governing body minutes
- Information and access to governor training courses.

Interns

All new interns should be given appropriate induction advice, training and resources by their designated mentor. This should include:

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

APPENDIX 1　　　　　**General Induction Checklist**

Name:		Date started:
Job Title:	**Line Manager:**	**Date of completion of Induction:**

Induction Element	
Day One	
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:

During First Week

- **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**

End of First Month

- **Meet with Induction Coordinator and review progress**
- **Agree action plan to deal with outstanding items**

End of Three Months

- **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**

Policies and Procedures	Tick on Completion
Health and Safety This will include: • Provision of or reference to the location of the school policy. • Information and training in relation to the employee's responsibilities Further training may be necessary depending upon the responsibilities of the post holder	
Fire and Emergency Procedures This will include: • 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 Further training may be necessary depending upon the responsibilities of the post holder	
First Aid This will include: • 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 Further training may be necessary depending upon the responsibilities of the post holder	
Policy and procedures relating to **Safeguarding Children and Child Protection including Part 1 of Keeping Children Safe in Education** Behaviour Management Sickness Absence Special Leave of Absence Performance management	

Evaluation and Feedback

This information has been written to help new members of staff settle into school as quickly and comfortably as possible. We hope you have found it useful, accessible and informative.

We believe it contains the majority of basic day to day information you will need whilst giving an overview of procedures and routines to be followed in the school. There may be some things that we have missed out.

It would be useful to have your input and response to this information. Therefore, as you use it, please note below any comments or omissions which would enable us to improve the quality of this important information.

What seems to be working well?

What could be improved?

Do you have any specific recommendations for improvement?

Created and Reviewed by:	Policy Category:
Dawn Akyurek September 2017	
Approved by KGB:	**Next Review:**
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