



Staff Induction Policy



Staff



Induction Policy



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SECTION 1 - General Information

Introduction

This document outlines the purpose, nature and management of Staff Induction within our Multi Academy Trust.

Aims

The staff induction policy is designed to:

- Provide a flexible but systematic framework in which roles and responsibilities are clearly defined
- Familiarise staff with the values and aims of each individual school
- Integrate new staff into the team as quickly and smoothly as possible

The Head Teacher or their delegate will assign a mentor for each new member of staff.

All staff will be welcomed and receive basic induction on the first day of appointment, followed by formal induction training. The process will be tailored to meet the needs of individual members of staff. Induction begins before an appointment is made and continues over the following weeks.

Induction will be part of the management process merging with the performance management scheme, development and training activities and personal review meetings. Induction is the starting point for personal review meetings and personal development plans.

For teaching staff special attention must be paid to:

- Safeguarding Policy; and policies for Health and Safety, Equal Opportunities, Behaviour, First Aid, Anti-Bullying, Whistle Blowing
- Standards of teaching and learning
- School ethos and pastoral system
- Management and organisation
- SEN issues
- Performance management and CPD requirements

For non-teaching staff attention must be paid to:

- Safeguarding Policy; and policies for Health and Safety, Equal Opportunities, Behaviour, First Aid, Anti-Bullying and Whistle Blowing
- Health and Safety issues
- Behaviour policies
- Relevant SEN issues
- School ethos and pastoral system
- Performance management and CPD requirements
- Specific tasks relevant to individual job descriptions

The staff handbook will form the basis for all induction programmes. (This is updated on an annual basis by the headteacher). All key safeguarding [policies will be available on CPOMs document vault.

Equal opportunities in induction arrangements will apply, irrespective of hours or status and will be entirely consistent with the school's Equal Opportunities Policy.

Implementation

The Induction Programme comprises many parts:

- Pre-employment information sent to applicants and successful candidates.
- MAT Induction morning when all new teachers and Schools Direct students are invited to meet key staff from across the Trust.
- Teachers are invited into school prior to their appointment to meet colleagues, line manager and familiarise themselves with their classroom etc

First day induction to:

- Meet individual needs
- Help staff settle in quickly
- Receive a warm welcome from colleagues
- Receive essential information about the job and Health and Safety through the staff handbook and school based procedures.

Follow on support will be arranged by the mentor or at the request of the new member of staff if any immediate training / support needs are identified.

Supply Teachers and Agency Staff

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the school office on their arrival to school. They will be handed a file containing the following information.

- Safeguarding children and children protection - DSL
- Health and safety

- Fire and emergency procedures
- First aid
- Relevant information from the Staff Handbook;
- Relevant information on curriculum and timetables
- Class Profile / medical needs

Non-Teaching Staff

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include

- Safeguarding children and children protection - DSL
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Extracts from Staff Handbook as appropriate
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff if employed by the school.

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include:

- Safeguarding children and children protection including DSL * Externally employed staff **MUST** be made aware of this information.
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include

- Safeguarding children and children protection including DSL
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Specific job related training such as Behaviour management

Volunteers

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

- Safeguarding children and children protection including DSL
- Health and safety
- Fire and emergency procedures
- First aid
- Guidance around appropriate conduct in school

Governors

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

- Safeguarding children and children protection including DSL
- Health and safety
- Fire and emergency procedures
- First aid
- Governors Code of Conduct
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, Ofsted and school performance data
- Governing Body Policy documents.
- Dates and times of local governing body meetings
- Access and information of previous governing body minutes,
- School newsletters.
- Information and access to governor training courses.

SECTION 2 - Proformas

Teaching Staff Induction Checklist

Name:

On the first day of appointment all new employees will receive immediate information about the job and all other relevant health and safety issues through the Staff Handbook and all other school based issues.

The appointed mentors will discuss the following areas with each new employee and they will sign, date as received instructed.

Induction programmes will 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.

Class Teachers Initial Basic Induction (some of this is relevant to Education Support Staff their induction will be taken from the teacher's induction below).

First Day	By Whom	Completion Date
Introductions <ul style="list-style-type: none"> ○ Tour of school, including toilets, staffroom, parking, tea/coffee facilities, lockers, photocopier ○ Identity badge ○ Signing in and out procedure ○ Introduction to induction programme and mentor 	<p style="text-align: center;">Office Manager</p> <p style="text-align: center;">HT</p>	
Staff handbook <ul style="list-style-type: none"> ○ 'Walkthrough' to include timing of day including assemblies and registration ○ Staff meetings/INSET ○ Hours of work/timetable if appropriate ○ End of day routines for class/clubs ○ Sickness /absence procedures 	HT	
Conduct (handbook) <ul style="list-style-type: none"> ○ Conduct and expectation of staff 		

<ul style="list-style-type: none"> ○ Code of Conduct ○ Personal mobiles / dress code 		
Safeguarding <ul style="list-style-type: none"> ○ General overview Safeguarding/ Child Protection. ○ What to do if a child discloses ○ Whistleblowing Policy ○ CPOMS ○ Essential Policies including KCSIE 2019, Prevent , ○ Additional Child Protection Training if required 	HT & Pastoral Manager	
Stockingford <ul style="list-style-type: none"> ○ Green Forms and Yellow forms (location and procedure) ○ CPOMS (Reporting Procedure) ○ https://stockingford.cpoms.net 		
<ul style="list-style-type: none"> ○ On-line (acceptable use policy, use of personal mobiles, photography). ○ GDPR/Data Protection 	HT / Line Manager	
Health & Safety (In handbook) To include: <ul style="list-style-type: none"> ○ Security / ID Badges ○ Emergency Exits ○ Emergency procedure ○ Fire Procedure ○ First Aid ○ Accident Reporting ○ Risk Assessment 	HT	
Stockingford <ul style="list-style-type: none"> ○ County specific 		
Absence / sickness <ul style="list-style-type: none"> ○ Procedure to be followed if absent through accident or sickness ○ Medical certificates, system of payment whilst absent, qualifying period, duration of sickness payment ○ Leave of absence policy 	HT / OM	
General <ul style="list-style-type: none"> ○ Parking and access ○ School meals 		
First week	By Whom	Completion Date
ICT and Technology	ICT Technician	

<ul style="list-style-type: none"> ○ Computers, curriculum network, printers ○ Passwords ○ Sharepoint / Shared Drive ○ Web access and email ○ Hall projector/ sound system ○ Confidence / competence in using school system interactive whiteboard ○ Laptop issued 		
Assessment and Marking requirements	HT or appointed staff member	
Resources <ul style="list-style-type: none"> ● Stationery - where to find resources and how to order 	OM	
Communications <ul style="list-style-type: none"> ● Email protocols ● Pigeon holes ● Message board ● Internal/external post ● Internal/external telephones ● Fax ● Timetables ● Use of mobiles ● Newsletter 	HT or appointed staff member	
<ul style="list-style-type: none"> ● Meet with class teachers to discuss children, planning and record keeping ● Specific resources (location) 	HT or appointed staff member	

Signed _____ Date _____

Signed _____ Date _____

During the first month the following areas will be discussed between the mentor and the new appointee. Again to sign and date received / instructed.

Induction Checklist 2	By Whom	Completion Date
<ul style="list-style-type: none"> ● 1-1 meeting with HT to discuss career entry / to date. Staff welfare, CPD requirements including external courses 	HT	
<ul style="list-style-type: none"> ● Assessment Procedures 	Mentor	
<ul style="list-style-type: none"> ● Data Management Procedures (DCPRo) 	Mentor	
<ul style="list-style-type: none"> ● Reporting to parents / parents evening 	Mentor	
<ul style="list-style-type: none"> ● SEN Policy and Practices 	SENCo	
<ul style="list-style-type: none"> ● Classroom / staff management 	Mentor	

• Classroom observations, work and planning scrutiny	HT + Mentor	
• Any external support	Mentor	
• Any other areas of identified need	Mentor	
• Conduct and expectations of staff	Mentor	
• Links with parents and the community	Mentor	
• Staff welfare	Mentor	
• Meet with members of the LGB	HT	
• LA induction provision (for NQT's)		

By the end of the first term the following areas will have been discussed between the appointed mentor and NQT's / teachers / learning support assistants and their assigned mentor and they will sign and date as received.

By end of first term	By Whom	Completion Date
Review Meeting <ul style="list-style-type: none"> Informal meeting to review progress, success and difficulties 	EHT or HT	
PM <ul style="list-style-type: none"> Identify further training opportunities Discussion on performance management cycle, slotting into cycle for current year with target setting where appropriate 	EHT or HT	

Inspire Education Trust will follow LA guidelines on the induction and support of NQT's.

Volunteers/Work Experience Induction Checklist

Name:

On the first day of appointment all new employees will receive immediate information about the job and all other relevant health and safety issues through the Staff Handbook and all other school based issues.

The appointed mentors will discuss the following areas with each new employee and they will sign , date as received instructed.

Initial Basic Induction

First Day	By Whom	Completion Date
Introductions <ul style="list-style-type: none">○ Tour of school, including toilets, staffroom etc.○ Identity badge when DBS check is complete○ Signing in and out procedure○ Introduction to Pastoral Manager and Class Teacher	Office Manager	
Conduct Safeguarding, Health and Safety Training <ul style="list-style-type: none">○ Conduct and expectation of volunteers/students○ Code of Conduct○ Personal mobiles/dress code○ Health and Safety to include fire evacuation○ General overview Safeguarding/Child Protection○ What to do if a child discloses○ Whistleblowing Policy	Pastoral Manager	

Signed _____

Date _____

Induction Procedures (Safeguarding)

New Staff at start of academic year	Mid-Year Starters	Volunteers/Work Experience	Regular Visitors	Visitors
<ul style="list-style-type: none"> - Relevant induction and checks dealt with by Office Manager prior to September. - Pastoral Lead deliver Safeguarding Training on September Teacher Day - Head Teacher - Handbook - Pastoral Lead - Training Register - Policies available on CPOMS - Staff - Sign training register and read policies on CPOMS - Pastoral Lead - File training register and check CPOMS to ensure policies are read. - Office Manager - Issue Lanyard to new staff member (school specific colour) or if waiting for DBS then yellow lanyard. 	<ul style="list-style-type: none"> - Relevant induction and checks dealt with by Office Manager - Pastoral Lead deliver Safeguarding Training - Staff Member - Sign training register - Pastoral Lead - File training register - Pastoral Lead - Sign and date Induction form to record date of safeguarding training and return induction form to Office Manager to file - Office Manager - Issue Lanyard to new staff member (school specific colour) or if waiting on DBS then yellow lanyard. 	<ul style="list-style-type: none"> - Induction form completed and procedures followed by Office Manager - Pastoral Lead - Safeguarding Training. - Pastoral Lead - sign and date Induction Form to indicate that Safeguarding training completed and hand leaflet to person regarding training - Volunteer/W Experience to sign Induction Form - Pastoral Lead - File Induction Form. - Volunteer/Work Experience to wear photo ID from reception. 	<ul style="list-style-type: none"> - Induction form completed and procedures followed by Office Manager - Office Manager - Issue Lanyard to regular visitors (school specific colour) or if visitor works across the MAT - purple, if waiting on DBS then yellow lanyard. - Pastoral Lead - Meet regular visitors - Pastoral Lead - Discuss Safeguarding and Health & Safety Advice for Visitors & Volunteers and sign register - Pastoral Lead - give regular visitors a copy of the leaflet - Pastoral Lead File Register 	<ul style="list-style-type: none"> - Dealt with by Office Manager/Office Staff - Office Staff - Hand to visitors Safeguarding and Health & Safety Advice for Visitors & Volunteers Leaflet - Visitors - Sign in as they arrive - issued with photo ID badge from office

Office Staff to ensure that Pastoral Lead is aware of any new staff, volunteers/work experience and regular visitors on their first day. Everyone on school premises should have the appropriate lanyard or a photo ID badge from the school office.