



Induction Policy

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Shared with Governing Body: July 2024

Review period: Two years

Next review due: June 2026

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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.
- 1.3 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.

1.4 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

1.5 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

1.6 Appendices

- Appendix 1- Induction Checklist for the different roles in school
- Appendix 2- Staff Information
- Appendix 3- Evaluation Form

2. Management and Organisation of Induction

2.1 Responsibility for Induction

- The Deputy Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff
- The SBM 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 Governors

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.

3. The Induction Programme

3.1 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
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or line manager

3.2 All Staff Programmes 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

3.3 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.

4. Specific Induction Programmes

4.1 Teaching Staff including Inclusion Support Assistants should also include

- 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

4.2 Administrative Staff should also include

- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

4.3 Cleaning Staff should also include:

- Specific job related training such as manual handling, COSHH, use of ladders etc.,.

4.4 Governors should also include:

- Current relevant school information, policy documents and School Development Plan data.
- School brochure including staffing, Ofsted and school performance data
- DfE 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

5. Monitoring

5.1 This policy will be reviewed every 2 years or as required by the Headteacher. All new staff are requested to feedback and amendments will be made as required.

6. Equality Review

- 6.1 Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.
- 6.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

7. Links with other policies

- All policies as listed in the checklist

Appendix A Checklists

Learning Support Assistant's 1:1

Name	
Start date	
Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Meet DSL's and overview of forms			
Staff Handbook			
Acceptable Use of IT policy			
Site Information, including tour and Fire procedure.			
School forms			
Behaviour policy			
Communication overview			
Performance Management			
Curriculum overview			
Assessment overview			
First Aid			
Meet with Class teacher			
Meet with SBM			
Meet with CLT			

Teachers, UQT, HLTA's (including supply teachers)

Name	
Start date	
Mentor / buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Staff handbook			
Site Information, including tour and Fire procedure.			
School forms			
Behaviour policy			
Communication overview			
Education visits			
Performance Management			
Introduction to SDP and SEF			
Resources overview			
ICT system			
Curriculum overview			
Timetables			
Assessment overview			
First Aid			
Governors			
Class list			
Meet with Key Stage Lead			
Meet with Class teacher			
Meet with SBM			
Meet with CLT			

Admin Staff/Site staff

Name	
Start date	
Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed		Signature
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Staff Handbook			
Site Information, including tour and Fire procedure.			
School forms			
Performance Management			
CPD requirements- job specific.			
ICT system			
First Aid			
Meet with SBM			
Meet with team leader			
Meet with CLT			

CLT**To be completed within first two weeks**

Name	
Start date	
Mentor / Buddy	

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Designated senior staff introduction and forms			
Staff handbook			
Site Information, including tour and Fire procedure.			
School forms			
Meeting schedules			
Behaviour policy			
Communication overview			
Education visits			
Performance Management			
Personal Care needs			
CPD requirements.			
Introduction to SDP and SEF			
Resources overview			
ICT system			
Marking Policy			
Curriculum overview/topic overview			
Timetables			
Assessment overview			
First Aid			
Meet with full CLT			

Governors

Name	
Start date	
Mentor / Buddy	

To be completed within first academic term of office

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to key members of staff			
Confidentiality			
Code of conduct policy			
Safeguarding Policy			
Site Information, including tour and Fire procedure.			
Meeting schedules			
Behaviour policy			
Communication overview			
Education visits			
Introduction to SDP and SEF			
Curriculum overview/topic overview			
Meet with CLT			

Appendix B Staff Information

Policies & Procedures	Tick on completion
<p>Health & Safety – this will include:</p> <ul style="list-style-type: none"> • Provision of / reference to the location of the school policy • Information & 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 & Emergency Procedures – this will include:</p> <ul style="list-style-type: none"> • Fire action & 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 to 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 & Child Protection including Part 1 of Keeping Children Safe in Education • Behaviour Management • Sickness Absence • Special Leave of Absence • Performance Development • Dress code policy • Mobile phone Policy 	

Appendix C 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's working well?

What could be improved?

Do you have any specific recommendations for improvement?