



# Staff Induction Policy



Date	Review Date	Coordinator	Nominated Governor
Sept 2020	Sept 2021	Chair of the Governors	Rachel Bain

<b>Headteacher:</b>	Pamela Acheson	<b>Date:</b>	Sept 2020
<b>Responsible Governor:</b>	Rachel Bain	<b>Date:</b>	Sept 2020

## Status of Policy:

The Governing Body of the Federation of Grewelthorpe and Fountains C of E Primary Schools adopted this policy in September 2020. It will be reviewed in September 2021.

## 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 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

## 2. Management and Organisation of Induction

Responsibility for Induction

- The Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff
- The Teacher in Charge 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

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. 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

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 Headteacher/Teacher in Charge. This should include:

- Induction 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:

- Induction 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

#### Administrative Staff

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

- Induction 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

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

- Induction 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

#### Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by a Senior Teaching Assistant. This should include:

- Induction 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 behaviour management

#### Governors

All new Governors should be given appropriate induction advice, training and resources by the Clerk to Governors/Headteacher. 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, Ofsted and school performance data
- DfE information on the role of governor
- Dates and times of whole governing body and subcommittee meetings
- Access and information of previous governing body minutes
- Information and access to governor training courses.

#### Volunteers

All new volunteers should be given appropriate induction advice, training and resources by a Senior Teaching Assistant. This should include:

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

<b>Policy:</b>	<b>Staff Induction Policy</b>
<b>Signed Chair of Governors:</b>	<i>R Bain</i>
<b>Date Signed:</b>	<b>September 2020</b>
<b>Governors Meeting Ratified:</b>	<b>September 2020</b>
<b>Review Date:</b>	<b>Autumn 2021</b>
<b>Review schedule</b>	<b>Annually</b>