

Induction Policy



This policy applies to all employees and, as appropriate, to volunteers and agency staff. All staff will receive a tailored induction programme which will include appropriate information regarding training, observation, and mentoring. Child Protection and Safeguarding 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 volunteer to the duties of the role, and to the school, provide the foundation for a successful and safe transition into the school.

The induction programme is designed to help new employees and volunteers become familiar with the requirements of their role and learn about the school culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

For teaching staff, the induction programme should be cross-referenced to NQT Induction requirements and Early Career Framework (via Centre Manager with responsibility for Staff Development) and probationary periods for staff, as appropriate.

The induction process will:

- Provide information and training on the school's policies and procedures.
- Provide Child Protection and Safeguarding training and assess its effectiveness.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising student achievement, and meeting the needs of students, 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.

Appendices

Appendix 1

Induction

Appendix 2

Staff Information

'excellence by any measure'

RESPECT • INSPIRE • SUPPORT • EFFORT

1. Responsibility for Induction

The Headteacher has overall responsibility for the induction of new employees, supply teachers, agency staff, volunteers, and governors. It is the Headteacher's responsibility to ensure that an effective induction takes place for a new member of staff or staff new to a role. The Headteacher will meet with all staff for an individual induction review meeting during their first half term at the school.

The **School HR Lead** is responsible for the overall management and organisation of induction of new employees and volunteers. The HR Lead will provide advice and guidance on the Induction Policy and Procedures as necessary and issue an Induction Pack on the first day of employment, or induction day, if prior to the start of employment.

The **Headteacher/Equivalent** is responsible for the overall management and organisation of induction of ECT's/NQT's along with the Teacher with TLR Responsibilities for the induction of NQT's.

The **Headteacher/Equivalent** is responsible for the overall management and organisation of induction of supply teachers and agency staff.

The **Line Manager** is responsible for induction within the specified department and familiarising the new member of staff of departmental roles and responsibilities, work area and introduction to the team.

2. All persons responsible for induction should:

- Plan to ensure that a new member of staff / volunteer is welcomed.
- Introduce and reinforce expectations, ethos, and values of Stafford House School staff.
- 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

The person(s) responsible for induction should ensure that an Induction Programme is provided personally by the line manager or Senior Lead, or another person with delegated responsibility, which will include:

- a checklist of training needs, in particular Child Protection, Safeguarding and Health and Safety including both First Aid & Medication
- a training/induction checklist
- 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. a 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 Centre Manager and the Line Manager as per the induction checklist. This should include:

- Welcome Pack (Academic Calendar/School Day Organisation)
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy

Teaching Staff and Teaching Assistants

All new supply teachers and agency staff should be given appropriate induction advice, training, and resources by the Centre Manager and the Line Manager as per the induction checklist. This should include:

- Welcome Pack (Academic Calendar/School Day Organisation)
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- First Aid Policy
- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy
- Risk Assessment Policy
- Lone Working Policy
- Curriculum Policy
- Marking and Assessment Policy
- SEND Policy
- FFSC Policy
- Policy documents, including School Improvement Plan
- Department schemes of work
- Class lists

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Head of School and HR Lead. This should include:

- Welcome Pack (Academic Calendar/School Day Organisation)

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- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- First Aid Policy
- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy
- Risk Assessment Policy
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration etc.

Premises Staff

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

- Welcome Pack (Academic Calendar/School Day Organisation)
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- First Aid Policy
- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy
- Risk Assessment Policy
- Specific job-related training such as manual handling, use of ladders or kitchen safety

Midday supervisors

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

- Welcome Pack (Academic Calendar/School Day Organisation)
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy
- Risk Assessment Policy
- Specific job-related training

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Head of School and HR Lead. This should include:

- Welcome Pack (Academic Calendar/School Day Organisation)
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety

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- Fire Evacuation Plan
- Fire Safety Policy
- Relationships and Behaviour Policy
- Code of Conduct Policy
- Risk Assessment Policy

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APPENDIX 1: General Induction Checklist

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

Induction Element	Tick on Completion
Day One	
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 and Email Lists	
Induction Pack (Academic Calendar / DSL List / Staff Handbook / Code of Conduct / Safeguarding / Attendance / Emergency Procedures)	
ICT and Resources (Log ins / Email / Photo ID / Access band and fire key)	
Health and Safety aspects relating to individual's work environment – Risk Assessments	
Within First Week	
	Tick on Completion
Ensure Employee meets DSL / DDSL and has safeguarding training	
Within First Term	
	Tick on Completion
Meet with Headteacher to discuss Individual Induction Review	
Within First Six Months	
	Tick on Completion
10 Week Review Carried out with Line Manager	
20 Week Review Carried out with Line Manager	

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Final Induction / Probationary Review Signed Off	
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 students. <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 • Attendance Management • Special Leave of Absence • Code of Conduct • Emergency Protocols 	

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Appendix 2

Staff Information

What to do if...

I am unwell	<p>Please ring the school before 7.30am and tell us the nature of your illness/absence and how long you intend to be off work. Staff should call the Headteacher or the Deputy headteacher. Current telephone numbers: Adam Medlock (Headteacher) 07816 094 853 Gareth Davis (Deputy Headteacher) 07391 059 280</p> <p>Please leave a message if there is no answer on the telephone.</p> <p>Unless you have given a definite length of absence, e.g. notice of incoming FIT note you must phone the school before 7.30am each day so that we can plan and cover effectively.</p>
I need leave of absence	<p>Complete a 'Leave of Absence form' as soon as you may need time away from school. The headteacher or deputy must sign the form.</p> <p>The School Administrator will then inform you of the decision.</p>
I have an appointment in school time	<p>Inform your line manager. Give a copy of your appointment notice to the School Administrator.</p> <p>Where possible, appointments should be made for before or after work.</p>
I want to go on a course	Discuss with line manager.
A student/ adult has an accident	<p>If first aid is required contact school office to arrange.</p> <p>Report all accidents to School Office immediately.</p>
Safeguarding Concerns	Speak to the DSL / DDSL immediately.
A student is unwell	Consult first aider and if necessary, a member of the Senior Leadership Team
I want to organise a visit	Seek for permission. If approved complete paperwork via the e-visit site.
I wish to order resources	All orders must be approved by Relevant Budget Holder.
ICT Issue	Contact IT Brains by phone (01706 433 988) or e-mail (support@it-brains.co.uk).
Cleaning /Maintenance	Site Manager/equivalent – or School Administrator/Room Set Up

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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 most of the 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?

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Single Central Record



Checklist

Single Central Record Checklist (Minimum expectations)

(Tick)

Name of person	
Address	
Date of Birth	
Evidence of ID (inc. photograph)	
Qualification(s) Required	
Qualification(s) Evidenced and Date Checked	
DBS Enhanced Check and Date Received (not statutory to record number)	
Barred List Check (only if in Regulated Activity) and Date Received	
Prohibition Check (Teachers/People with QTS) Date Checked	
Right to Work in UK Date Checked	
Overseas Checks needed/undertaken. Type and Date.	
Restriction check for teachers who have worked in EEA countries	
128 Prohibition Check for management positions in independent schools (inc. Academies and Free Sch.)	

Useful to record

Start date	
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Single Central Record (People to include) (In Excel, usually on a

separate tab)

Teachers	
Support Staff	
Admin Staff	
Premises Staff	
Governors/Proprietors/Trustees	
Volunteers	
Agency Staff (working in the school for a 'reasonable' length of time)	

Notes

Make sure there are no gaps. Enter 'Not applicable', or another relevant phrase.	
SCR must be current. Archive onto a separate tab or delete people who have left.	
SCR must include Enhanced Check/Barred List for people appointed after 2006.	
SCR should record, what has been seen, when it was seen and by whom it was seen.	

Signed by Headteacher:		Date:	
Signed by Staff Member:		Date:	