



INDUCTION POLICY

RATIONALE

To ensure that each new individual who starts at The Hyde School is fully aware of the necessary policies, procedures, requirements and expectations in order to fulfil their role to the best of their ability.

AIMS

For all staff to have training in the following areas:

- Child Protection Policy
- Fire Extinguisher Training
- Fire Evacuation Procedure
- Fire Emergency Plan
- Health and Safety Issues
- Risk Assessment Issues
- Tour of site
- Confidentiality Policy
- No Smoking Policy
- Alcohol and substances Policy
- Data Protection Act 1998

PROCEDURE

Upon the first day within the school the individual will be:

- Given a thorough tour of the whole site.
- Shown the Fire Emergency Evacuation procedure.
- Appraised of any relevant Health and Safety issues which may affect their role.

Upon the first day the individual will have copies of:

- Centre's Safeguarding and Child Protection Policy.
- Confidentiality Policy.
- No Smoking Policy.
- Alcohol and Substances Policy.
- Data Protection Act 1998.
- Fire Evacuation Procedure.
- Fire Emergency Plan.
- Health and Safety Policy.
- Risk Assessment Policy.
- Staff Handbook.

Within the first six months each individual will have received:

- Fire Extinguisher Training.
- Introduction to Safeguarding and Protecting Children Training.

Where the individual is directly employed within the Foundation Stage they will also receive:

- Paediatric First Aid Training.
- Food Hygiene (if preparing food).

At the end of the initial six weeks the individual will have a review of their induction process to check their understanding. At the end of the initial six months the individual will have a final review of their progress – in relation to employed staff members this would culminate in the completion of their probationary period.

KEY RESPONSIBILITIES

It is the relevant line manager's duty to ensure that each new individual follows the induction programme.





Induction Pack

- 1) Vision and Aims for The Hyde
- 2) School Improvement Priorities and School Improvement Plan
- 3) **Copy of Handbook** – read
 - Staffing Structure
 - Staff list
 - Subject leaders
 - School term dates
 - Times of the school day
 - Map of the school
 - Scholar Pack and Registers
- 4) **Safeguarding – Policy and Procedures**
 - Safeguarding Policy (overview)
 - Child Protection Policy / concern forms (induction with Sian)
 - Reporting Racist/Homophobic/Bullying incidents
 - Behaviour Policy
 - Whistleblowing Policy
- 5) **Health and Safety** – in handbook
 - Security
 - Fire and evacuation procedures
 - Accident report
 - Who is trained in First Aid and what are the procedure
 - Health and Safety Procedures Induction with Richard
- 6) **Learning and Teaching**
 - Expectations for Learning and Teaching
 - Assessment procedures/moderation/pupil progress
 - Big Read
 - Writing strategy / handwriting policy
 - Marking Policy
 - Home Learning Policy / Learning Logs
 - Urban Adventure Curriculum / Medium Term Plans/ Trips Policy (EVOLVE induction with Keith)
 - Class Profile / Pupil Premium /Class Targets
 - Website
- 7) **Staff Development** – events calendar /dates of staff meeting / INSET / Courses / appraisal



Induction Review (1)

To be completed by the new member of staff during discussion with Senior Leadership Team Leader

New member of staff's name _____

Title of Post _____

Date of Appointment _____

To whom responsible
(Team Leader) _____

To be discussed with Deputy after two. Record any action to be taken and by whom. We must address concerns. Please give a copy to the Deputy and keep a copy in your professional development folder.

| | | |
|---|-----|----|
| 1. Have you gone through the school induction pack? | Yes | No |
| Have you read the relevant sections in the School Handbook? | | |
| <i>If no, what action needs to be taken?</i> | | |

| | | |
|---|-----|----|
| 2. Has you team leader inducted you into your role? | Yes | No |
| <i>If no, what action needs to be taken?</i> | | |

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|--|-----|----|
| 3. Have you been introduced to | Yes | No |
| a. The Mission Statement of the school? | | |
| b. The school priority targets and aims for the half term? | | |
| c. Organisation and management structure? | | |
| d. Organisation and management structure? | | |
| <i>If no, what action needs to be taken?</i> | | |

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|---|-----|----|
| 4. Have you received details of: | Yes | No |
| • Your contract and conditions of service | | |
| • Job description | | |
| • Working hours and leave entitlement | | |
| • Of your timetable | | |
| • Locations where you will be working | | |
| • Your duties - what you are expected to do and how | | |
| • Arrangements for SEN pupils and disabled pupils | | |
| • General school procedures | | |
| • Health and safety Policy/procedures | | |
| • Health and safety Policy/procedures, Behaviour Policy | | |





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| Teaching and Learning Policy, | | |
| •Performance Reviews | | |
| <i>If no, what action needs to be taken?</i> | | |

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| 5. Have you experienced any problems with: | Yes | No |
| •working conditions | | |
| •relationships | | |
| •The job and duties | | |
| •Sending and receiving information | | |
| •Other | | |
| <i>If no, what action needs to be taken?</i> | | |

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| 6. Do you know about: | | |
| • Emergency procedures, including fire drill | | |
| •Accident reporting | | |
| •Absence and sickness | | |
| •First Aid | | |
| •Security arrangements | | |
| •Confidentiality | | |
| •Car parking | | |
| •Where keys are kept | | |
| •Telephone system | | |
| •Post arrangements | | |
| •Notice boards | | |
| •Meals from kitchen | | |
| •The school Learning Resources | | |
| •The photocopier | | |
| •Staff Development Folder and Policy | | |
| •INSET arrangements | | |
| <i>If no, what action needs to be taken?</i> | | |

Action Plan

To be completed by new member of staff as the result of two week review.

| Action to be taken | By whom | By when |
|--------------------|---------|---------|
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Induction Review (At end of 1st term)

To be completed at the end of the first term with Deputy / SLT

New member of staff's name _____

Title of Post: _____

Date of appointment _____

To whom responsible _____

Assess progress under each heading. Record any explanatory comments in the space below each item and the agreed action at the end. Give a copy of the completed form to the Deputy and keep a copy in your professional development folder.

1. What actions agreed at the first review have been completed?
2. What actions agreed at the first review are still to be completed?
3. Did the new member of staff participate in the Induction Programme and receive Induction papers? **Y/N**

If so, looking back, was it useful? **Y/N**
If not, why not?

What suggestions for improvement are there?

4. Does the new member of staff understand what the school is trying to achieve and their contribution to it? **Y/N**
If no, what areas of concern have been identified?

5. Are there any practical problems remaining? **Y/N**
If Yes what are they?

6. Does the new member of staff feel he/she knows enough about communication systems in the school? (whom to consult over any matter which might arise,





refer problems to, the patterns of committees and meetings which take various issues forward) **Y/N**

If no, what problem areas have been identified?

7. Does the new member feel he/she has a working understanding of the ethos of the team? **Y/N**

If no, what areas present problems?

8. Have reasonable social and working relations been established with colleagues? **Y/N**

If no what problems have emerged?

9. Has the member of staff understood the need to use appropriate systems / procedures and how they operate? (eg reporting to parents, health and safety, absence) **Y/N**

If no, what problems are apparent?

10. Are there any concerns with carrying out work? **Y/N**

If yes, what are they?

11. Has the new member of staff settled into the new environment and the new role as well as can be realistically expected?

If no, what problems are apparent?

12. Are there any other issues?

Action Plan

| Action to be Taken | By Whom | By When |
|--------------------|---------|---------|
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| | | |

Date of Review _____

Staff Signature _____

Deputy Signature _____

