



# MARSDEN COMMUNITY PRIMARY SCHOOL



## Marsden Community Primary School Induction Policy

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**STATUS:** Headteacher

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**REVIEW DATE:** September 2018



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## Induction Policy

### School Expectations:

1. Treat other people how you would like to be treated.
2. Listen carefully to others and respond politely.
3. Look after your own and others' belongings.
4. Wear the correct uniform with pride.
5. Keep the school clean, tidy and safe.
6. Always be the best you can.

### School Values:

The school values agreed by all stake holders are that everyone in our school will be:

- Respectful
- Tolerant
- Polite
- Supportive
- Motivated
- Responsible
- Forgiving

### Introduction

This policy applies to all employees of Marsden Primary School and also, as appropriate to volunteers, agency staff and Governors who will receive a tailored induction programme which will include appropriate information, training, observation and mentoring. Safeguarding Children and Child Protection procedures within school will feature prominently in every induction programme.

At Marsden Primary we believe that 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 Policy and programme is intended to enable new staff, volunteers and Governors to become familiar with the requirements of their position and learn about the school's culture, ethos and working practices effectively and efficiently so that they become knowledgeable and as a result able to function within the school as quickly as possible.



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## The induction process is intended to:

- Provide information and training on the school's policies and procedures.
- Provide Child Protection Training and assess effectiveness.
- Explain the School's Code of Conduct and 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 specific training needs.

## The induction programme will include:

- An induction checklist of the policies, procedures, and training to be covered.
- Details of assistance and support available, mentoring and shadowing if appropriate
- Familiarisation of the working environment
- Teachers early on in their career will provided with bespoke training according to need

## Management and organisation of induction

The **Headteacher** is responsible for the overall management and organisation of induction ensuring that all new employees understand the procedures and expectations within school.

The **Deputy Headteacher** is responsible for ensuring that the induction process is implemented.

This includes ensuring that new members of the school community:

- Have an induction programme arranged
- Are provided with an induction pack and checklist
- Receive appropriate information required in the checklist
- Understand the procedures required by all staff to ensure a consistent approach
- Are provided with an understanding of the structure of the school and reporting arrangements
- Know how to access relevant policies and procedures

The **newly appointed member of staff** has the responsibility, alongside the senior members of staff, to ensure all items are covered. Individuals are required to monitor their checklist and approach members of the SLT team if unsure.

## School Induction Programme for Teaching Staff

- All new teachers will be invited to visit the school before they take up post



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- The Deputy Headteacher will liaise with new teachers regarding the induction programme and timetable
- All new teachers will be expected to follow the school's procedures for planning as well as assessment and ensure that deadlines are met
- All new teachers will be directed to relevant School Policies and the School's Handbook and are expected to familiarise themselves with outlined procedures
- All new staff members are required to attend training on Keeping Children Safe in Education and school procedures for reporting concerns
- All new teachers will be provided with an explanation of the school's Teacher Appraisal arrangements within which they will be expected to participate

## School Induction Programme for Support Staff

- All new teachers will be invited to visit the school before they take up post
- All new support staff will have a designated line manager who will discuss their job description with them
- An induction programme, relevant to the post, will be delivered to each new member of support staff. This will include training on Keeping Children Safe in Education from the Designated Child Protection and Safeguarding Lead
- Following the induction period all support staff will enter the LSA Performance Review programme for the school

## School Induction Programme for Newly Qualified Teachers

- The induction programme for staff new to teaching is designed to induct them into the profession and into school
- The induction programme at the school consists of support; monitoring and assessment elements and NQTs are expected to engage in the programme.
- All new teacher NQTs are allocated an Induction Mentor.
- All new teachers NQTs are invited to visit the school before they take up post.



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- All new teachers NQTs will be provided with the relevant information regarding School Policies and the School's Staff Handbook and are expected to develop their understanding of them.
- All NQTs will meet with their mentor within the first week in post.
- An induction programme will be provided and their attendance is expected. This will include training on Keeping Children Safe in Education from the Designated Child Protection and Safeguarding Lead.
- NQTs will receive feedback on their strengths and areas for development. Support and guidance will always be provided and regular meeting will be arranged between the NQT and the Mentor.
- All NQTs will be observed during their statutory induction period. This is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher as appropriate.
- Three formal assessments will be undertaken during the NQT induction period. These will be documented on forms that are sent to the Local Authority and must be signed by the NQT and Induction Mentor.
- Each NQT will be granted 10% professional development time during their statutory induction period. This is in addition to the teaching and professional development time that other substantive teachers would expect in the school.

## **School Induction Programme for Governors**

All new Governors will be given appropriate induction advice, training and resources by the Chair of Governors or by the Headteacher where appropriate to do so, which enables them to fulfil their statutory responsibilities efficiently.

**This will include being provided with:**

- Governor Code of Conduct
- Keeping Children Safe in Education and Child Protection Training
- School Health and Safety documentation
- Current relevant school information, policy documents and School Improvement Plan



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- Most recent Ofsted/MIT report and school performance data
- Access to Governing Body Policy documents
- Access and information of previous Governing Body minutes
- Latest Governing Body reports to parent and school newsletters
- Information and access to Governor training courses including the specific course for those new to school governance
- Access to the Governing Body Action Plan

## School Induction Programme for Volunteers

All new volunteers will be provided with appropriate induction advice, training, and resources by the Inclusion Lead.

This will include:

- Code of Conduct within the School with a particular emphasis on the need to maintain confidentiality
- Keeping Children Safe in Education and Child Protection procedures
- Health and Safety procedures
- Fire and emergency procedures
- First Air procedures

## Review and Monitoring

The School will monitor the effectiveness and quality of the Induction policy on a regular basis

**Date:** Autumn 2016

**Review Date** Summer 2017



## Appendix I



### Teaching Staff Induction

Name of Teacher

Mentor (if applicable)

Induction policies, procedures, and information to be shared	Discussed/signed by teacher
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Staff Code of Conduct Handbook</li> <li>• Keeping Children Safe in Education and Safeguarding Procedures</li> <li>• Behaviour and Discipline Policy</li> <li>• Anti-Bullying Policy</li> <li>• E-Safety Policy</li> <li>• Inclusion Policy</li> <li>• Whistle Blowing Policy</li> <li>• DBS Clearance</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Curriculum Policies</li> <li>• Calculation Policy</li> <li>• SEND Policy</li> <li>• Sex and Relationship Policy</li> <li>• Teaching and Learning Policy</li> <li>• Home Learning Policy</li> <li>• Marking and Feedback Policy</li> <li>• Class list and Pupil Progress information</li> <li>• Learning Powers Information</li> <li>• Planning/topic information/schemes of work</li> <li>• Assessment procedures, recording, report resources and procedures</li> <li>• Assembly themes/timetables</li> <li>• Resources/IT Scheme of work</li> </ul>	



## Appendix 2



### Learning Support Assistant

Name of LSA

Start Date

Line Manager

Induction to be undertaken:	Date of task undertaken	Discussed and signed by LSA
<p>Visit to school prior to taking up post (or first day of initial visit not possible)</p> <ul style="list-style-type: none"> <li>• School ethos/tour of school</li> <li>• School Website/emailing system</li> <li>• Introduction to senior staff/line manager</li> <li>• Contractual hours</li> </ul>		
<p><b>Induction Meeting:</b></p> <ul style="list-style-type: none"> <li>• Induction pack/Job description/LSA performance review process</li> <li>• Staff Code of Conduct Handbook</li> <li>• Keeping Children Safe in Education and Safeguarding Procedures Policy</li> <li>• Anti-Bullying Policy</li> <li>• Behaviour and Discipline Policy</li> <li>• E-safety Policy</li> <li>• Inclusion Policy</li> <li>• Whistle Blowing Policy</li> <li>• Health and Safety (including fire and emergency procedures)</li> <li>• First Aid procedures</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• DBS clearance</li> <li>• Bank Details</li> <li>• HMR starter checklist</li> <li>• Next of Kin details (to be used in case of an emergency)</li> <li>• Pecuniary interest</li> </ul> <p><b>Orientation Tour/Other:</b></p>		