



Discovery Primary School Staff Induction Policy

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 Programme should be cross-referenced to the NQT Induction requirements and probationary periods for support staff, as appropriate.
- 1.3 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

1.4 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

2.1 Responsibility for Induction

The **Headteacher/Deputy Headteacher** is responsible for the overall management and organisation of induction of new teachers and support staff.

The **Headteacher** is responsible for the overall management and organisation of induction of volunteers

The **Chair and Vice Chair of Governors** 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

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 or supervisor

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 **School Business Manager**.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education – these will be signed to say that the recipient will read them
- Health and safety
- Fire and emergency procedures
- First aid
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables
- Marking policy
- Any children with medical issues in the class/school need to be aware of

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the **Headteacher, Deputy Headteacher, Inclusion manager and lead teacher** in each year group. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School website
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables,
- SEN information.
- Medical needs
- Prevent training
- Staff Acceptable use of IT policy
- Critical Incident policy

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the **School Business Manager**. This should include

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.
- Prevent training
- Staff Acceptable use of IT policy
- Critical Incident policy

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by the **Head teacher and the School Business Manager**. This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them. Prevent training.
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the **Headteacher and the Senior Dinner Supervisor**. This should include

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors and or the **Head teacher or Governor mentor**. This may include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- 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
- Governing Body Policy documents.
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes,
- Latest governing body report to parent and school newsletters.
- Information and access to governor training courses.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources. See policy. This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education - – these will be signed to say that the recipient will read them

- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Volunteer policy

Policy Ratified Summer 2016
Policy Reviewed Summer 2017

Appendix 1

General Induction Checklist

(This should be adapted to the requirements of the specific post and postholder)

Name

Start Date

Name of Senior Colleague/Mentor

Induction Element	Tick on completion	Notes
Day One		
Meet Induction Co-ordinator		
Check that they have signed the disqualification by association Check that the necessary DBS paperwork etc has been completed.		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
Computing and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

During First Week Planned meetings with key people Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs Identify development needs and agree means of meeting		
--	--	--

<p>End of First Month</p> <p>Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items</p> <p>End of Three Months</p> <p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		
---	--	--

Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include: Provision of or reference to the location of the school policy. Information and training in relation to the employee's responsibilities</p>		
<p>Fire and emergency procedures: This will include: location of school/building Fire Safety Manual Fire Action and other fire notices, location of fire fighting equipment, means of raising the alarm including the position of fire alarm points (i.e., break glass units), fire evacuation procedure and means of escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder</p>		

<p>First Aid</p> <p>This will include: location of first aid provisions, location of notices bearing details of qualified First Aiders, means of obtaining first aid assistance, any other relevant information. policy on providing medicine and first aid for pupils Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection</p> <p>This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness absence</p>		
<p>Policy and procedures relating to Discretionary Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		

Appendix 2

Dec 2015

Suggested timetable and clear delegated responsibilities for the Induction of new class teachers to Discovery Primary Academy.

Prior to Starting a New Role

Task	Led by
Tour of the School Meet Year Group Team Share resources i.e. SFA and Maths No Problem <u>Items to Discuss</u> Information on children in class / groups including SEND and Child Protection Electronic Registers Telephone system Discussion about planning, timetables and routines Assemblies Behaviour expectations	Phase Leader / Lead Teacher
Issue ID tag Paperwork relating to DBS Check Disqualification by association form Code of Conduct Safeguarding Policy Keeping Children Safe in Education	Business Manager
Google Drive	Computing Lead
GDPR	Deputy Headteacher

Induction Training

Dec 2015

Date and Time	Members of Staff	Cover	Theme	Led by	Documentation
			Safe Guarding	Inclusion and Safeguarding Lead	Keeping Children Safe in Education Safeguarding Policy Whistle Blowing Policy
			Policies and Procedures	Head Teacher	Behaviour policy Health and Safety policy Planning Policy Staff Handbook First Aid Policy Medicines Policy Classroom Displays Fire Procedure / Lockdown Sickness Absence Policy Discretionary Leave of Absence Policy Use of Mobile Phones Appraisal and Performance Management
			Marking and Presentation New members of staff to spend 30 minutes marking a small number of SFA and topic books together. Discuss presentation.	Year Group / Phase Leader	Marking and Presentation policy
			Assessment Target Tracker	Deputy Headteacher	Assessment policy
			Assessment Target Tracker	Deputy Headteacher	Assessment Policy
			SFA Classroom Display Collaborative Learning Philosophy Prior to this, you will have had the opportunity to observe a colleague teaching SFA.	SFA Lead	
			EAL	EAL Lead	EAL Policy EAL portfolio New To English Box Planning for New to English Pupils Visual Prompts
			English Planning an English Unit Progression of GPS Book Bands / Accelerated Reader Handwriting	English Subject Leader	
			Subject Leadership SEND / Differentiation	Deputy Headteacher	Provisions Maps Action Plans

				and Safeguarding and Inclusion Lead	
			Maths Progression of skills Differentiation Resources Mental Maths	Maths Subject Leader	Maths Policy and Calculation Policy