



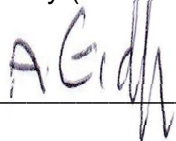
## Induction Policy

### Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	K Jarvis	01.05.2017	May 2018

**Approval:** A Godfrey (Chair of Board)

  
 \_\_\_\_\_ (signed) **Date authorised:** 18.05.2017

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## **Induction Policy for School Staff, Volunteers and Governors**

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 as appropriate.

Safeguarding Children and Child Protection 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, 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, priorities aims 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.

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the TEAM will be proactive in asking for information and help – however big or small.

The induction process should

- Provide information and training on the school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- 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 Safer 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 expectation
- Identify and address any specific training needs The induction programme may include:
- A meeting with the headteacher or senior member of staff
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer log-ins etc, the designated mentor or supervisor

### 1.5 Appendices

Appendix 1 Management and Organisation of Induction Appendix 2 The Induction Programme Appendix 3 Induction Checklist

#### Management and Organisation of Induction

##### Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new teacher employees

The School Business Manager is responsible for the overall management and induction of supply teachers, and agency staff as well as of organisation of induction of volunteers

The SENCO is responsible for the overall management and organisation of induction of new teaching assistants

The clerk to the Governing Body and the Chair of Governors is responsible for the overall management and organisation of induction of Governors

The School Cook is responsible for the overall management and organisation of induction of new catering assistants

The Senior MDS is responsible for the overall management and organisation of induction of new Midday Supervisors

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 and assigning a Buddy
- Ensure that an Induction Programme is provided, delivered and evaluated.

## Appendix 2

### The Induction Programme

The person responsible for induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Child Protection information
- Health and Safety procedures
- 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 . This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Safer Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

### Teaching Staff including Teaching assistants

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the deputy head and senior teachers. This is likely to be over time and as necessary.

This should include;

- Safeguarding children and children protection policy
- Health and safety
- Fire and emergency procedures
- First aid

- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- School Website
- Policy documents, including Raising Attainment plan
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group data, including SEN and “Disadvantaged”
- Timetables

### Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager and others e.g. The School Business Manager. This should include;

- Safeguarding children and children protection
- 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.

### Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by their line manager and e.g. the School Cook and Lunchtime Managers. This should include;

- Safeguarding children and children protection
- 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 their line manager and e.g. The Cook and Lunchtime Managers. This should include;

- Safeguarding children and children protection
- 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. This may include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

- current relevant school information, policy documents and Raising Attainment Plan
- School brochure including staffing, Ofsted and school performance data
- DfES 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 by either The School Business Manager or The Headteacher. This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

**INDUCTION CHECKLIST FOR NEW STARTERS IN .....SCHOOL /SETTING**

New Starters Name: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ Induction Date: \_\_\_\_\_

Induction Staff Name: \_\_\_\_\_

*The following areas should be covered during induction:*

Area	Key Points	Date given and date Completed/tick if issued	New Staff Signature	Comments Given to read /issued equipment /discussed	Verifier Staff Signature
<b>Welcome</b>	<b>Introduce to:</b>				
	Headteacher/Deputy				
	Designated Person/Nominated Deputy for CP				
	Explain Staff Structure				
	Team Members & other staff when available				
	<b>Give copy of:</b>				
	Staff Handbook				
<b>Paperwork</b>	<b>Complete:</b>				
	Emergency Contact Form				
	Bank Details / Pay procedure				
	New Starter Form				
	DBS enhanced certificate sighted and recorded in file				
	Health Questionnaire				
	Photocopy ID (Birth Cert, NI No, Passport, Utility Bill)				
Computer password and the expectations on security of this password ( when it gets changed )and staff are responsible for all histories					



<b>Security</b>	Issue photographic ID badge (signed agreement if image to be displayed on premise.				
	Location of panic buttons				
	Explain security doors / codes / phones				
	Signing in / out book for visitors				
	Confidentiality				
	No Smoking Policy				
	Car Park arrangements				
<b>General Information</b>	Confirm work times / breaks / annual leave				
	Sickness arrangements / payments				
	Uniform / Dress Code				
	Pigeon Holes / Mailing System				
	Telephone Usage / extensions etc				
	Handling Money / Receipts				
<b>Tour</b>	<b>Walk around the school seeing:</b>				
	Classrooms / Teaching Areas				
	Reception Area / Library / Hall / Kitchen				
	First Aid Room / Red Wing / Blue Wing				
	Staff Room / Toilets				
	Fire Exits				
<b>Health &amp; Safety</b>	<b>Explain:</b>				
	Handling and lifting objects				
	Lone Working / Safety arrangements				
	Panic Alarms / Fire Alarms / Safety Doors <b>Lock down procedures</b>				
	Procedures if alarm sounds				
	Reporting a Risk / Hazard				
	First Aid Procedures				
	Introduce to H & S Co-ordinator				



<b>Safeguarding</b>	<b>Issue Copy and Sign as read understood and agree to work within</b>				
	Child Protection Policy				
	Peer on Peer abuse Policy				
	Staff Behaviour Policy (code of conduct ) including Safer Recruitment Consortium Safer Working Practice Document 2015				
	Whistleblowing Policy /allegation management Confidential reporting Behaviour discipline and the use of reasonable force Administration of medicine children and adult policy Digital imagery policy Online behaviour policy Social networking policy Mobile phone policy Information Sharing Protocol				
	<b>Upon issue of any electronic equipment (laptop)</b>				
	Sign Appropriate Usage of Declaration for internet equipment				
<b>Other Matters Arising</b>	<b>Visitors/ Parents working within school safeguarding requirements as the employee clarity of role responsibility and how this is reflected in policy and guidance</b>				

**Annex A**

<b>Version No.</b>	<b>Change History</b>	<b>Guidance reference (if any)</b>	<b>Date</b>
1	Created		01.03.2018