Induction Policy

Introduction

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.

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 process will

- Provide information and training on the school's policies and procedures

- Provide Child Protection training and assess its effectiveness

- Provide information about Health and Safety

- 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

The induction programme will include

- An induction checklist of the policies, procedures and training to be covered

- Details of help and support available, mentoring and shadowing if appropriate

- Familiarisation of the working environment

Responsibilities

The Headteacher is responsible for the overall management and organisation of induction, including Newly Qualified Teacher induction across the whole school.

The Deputy Headteachers and AHTs are responsible for ensuring that induction takes place. This includes ensuring that new employees:

- Have an induction programme arranged
- Are provided with the induction pack and checklist
- Receive appropriate information as required in their checklist
- Are provided with an understanding of the structure of the school and reporting arrangements
- Know how to access relevant policies and procedures

The individual has responsibility, alongside line managers, to ensure all items are covered. This means the individual has to monitor their checklist and raise any gaps with their line manager.

School Induction Programme for experienced teaching staff

- All new staff will be invited to visit the school before they take up post
- All new staff will be provided with copies of school policies and the school's staff handbook and are expected to develop their understanding of them
- All new staff will meet with the Headteacher within their first week in post
- An induction programme will be provided for new staff and their attendance is expected. This will include training on Child Protection and Safeguarding procedures. Assistant Headteachers will liaise with new staff regarding the induction programme and timetable
- All new staff will have a review of their induction after one month and six months with their phase AHT
- All new staff will be provided with an explanation of the school's performance management. arrangements (see the school's appraisal policy) within which they will be expected to participate

All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, pupils and staff

School Induction Programme for support staff

- All new support staff will have a line-manager who will discuss their job description with them.

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

- An induction programme will be designed for each new member of support staff. This will include training on Child Protection and Safeguarding procedures.

New support staff will be expected to network with other staff within the school for support

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 the 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 teachers are allocated an Induction Mentor

- All new teachers are invited to visit the school before they take up post. This is usually a paid period of up to 5 days

- All new teachers are provided with copies of school policies and the school's staff handbook and are expected to develop their understanding of them

- All new teachers will meet with the Headteacher within their first week in post

- NQTs will receive feedback on their strengths and areas for development

- Induction Mentors are responsible for the day-to-day management of their NQT's induction, and will meet with their NQT regularly. The Induction Mentor reviews progress, sets targets, and identifies support strategies with the NQT

All newly qualified teachers are observed teaching during their statutory induction period and this is undertaken by the Induction Mentor, a senior member of staff or an experienced teacher as appropriate

- Each NQT has 10% professional development time during their statutory induction period.

- Each NQT has a planned programme to ensure 10% professional development is used to the maximum effect.

- NQTs use the Career Entry and Development profile as a basis of planning the initial stages of their induction

- Each NQT develops with their Induction Mentor their own induction and support plan

- Each NQT is expected to maintain a professional record of their induction and professional development and start to construct a professional development portfolio

- The Induction Mentor and school maintains a documented record of the NQTs induction, including plans, notes of meetings, records of monitoring and assessment activities including classroom observations and professional development activities undertaken

- Newly Qualified Teachers who are not meeting the induction standards or making satisfactory progress towards them will develop with the Induction Mentor a detailed action plan. The school will increase the support necessary to implement the action plan within the available resources within the school.

Appendices

Appendix 1   Induction Checklist (teaching staff)

Appendix 2   Induction Checklist (support staff)

Appendix 3   Volunteers in School

**Teacher
Induction**

Induction policies, procedures and information to be shared

Safeguarding

- Staff code of conduct
- CP policy / safeguarding
- E-safety policy
- Equality and diversity policy
- DBS clearance
- Physical restraint policy
- First aid policy

Curriculum
- Curriculum policies
- Calculation policy
- SEN policy
- Assessment policy
- Behaviour policy and Guidelines
- Class list and information
- Planning/topic information/schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Timetable
- Resources/IT

Admin

- School improvement plan
- Appraisal policy
- Staff handbook details
- Health and safety (including fire and emergency procedures)
- Bank details - office
- HMR starter checklist
- Next of kin details (to be used in the case of an emergency)
- Pecuniary interest

TA Induction Checklist

List of induction tasks

Visit to school prior to taking up post (or first day if initial visit not possible)
- School ethos
- Tour of school
- Introduction to staff
- Confidentiality
- Staff code of conduct
- Staff handbook
- Working hours

Induction meeting
- Job description
- Physical restraint policy
- Behaviour policy and guidelines
- First aid policy
- Calculation policy
- CP policy / safeguarding
- E-safety policy
- Health and safety (including fire and emergency procedures)
- Equality and diversity policy
- Check understanding of staff code of conduct
- Where to find other key policies
- Bank details - office
- HMR starter checklist - office
- Next of kin details (to be used in the case of an emergency)
- Pecuniary interest – office

Orientation tour
- Resources
- Photocopier
- Laminator
- Timetables
- Computer system
- Office staff

Review meeting (to be held 1 month after start date)
- Progress / issues to date / questions
- First aid
- Reminder of safeguarding procedures

Admin Introduction

Induction policies, procedures and information to be shared

Induction meeting

- school ethos
- tour of school
- Introduction to staff
- confidentiality
- working hours
- job description

Safeguarding

- staff code of conduct
- CP policy / safeguarding
- E-safety policy
- equality and diversity policy
- DBS clearance
- First aid policy

Admin

- school improvement plan
- staff hand book
- health and safety (including fire and emergency procedures)
- bank details - office
- HMR Starter checklist
- next of kin details (to be used in the case of an emergency)
- pecuniary interest

Midday Supervisor
Induction

Induction policies, procedures and information to be shared

Induction meeting

- school ethos
- tour of school
- Introduction to staff
- confidentiality
- working hours
- job description
- Behaviour management

Safeguarding

- staff code of conduct
- CP policy / safeguarding
- E-safety policy
- equality and diversity policy
- DBS clearance
- First aid policy
- Physical restraint policy

Admin

- school improvement plan
- staff handbook
- health and safety (including fire and emergency procedures)
- bank details - office
- HMR Starter checklist
- next of kin details (to be used in the case of an emergency)
- pecuniary interest

Cleaning/Caretaking Induction

Induction policies, procedures and information to be shared

Induction meeting

- School ethos
- Tour of school
- Introduction to staff
- Confidentiality
- Working hours
- Job description
- Manual handling/kitchen safety
- COSHH policy

Safeguarding

- Staff code of conduct
- CP policy / safeguarding
- E-safety policy
- Equality and diversity policy
- DBS clearance

Admin

- School improvement plan
- Health and safety (including fire and emergency procedures)
- Bank details - office
- HMR Starter checklist
- Next of kin details (to be used in the case of an emergency)
- Pecuniary interest