Induction Policy

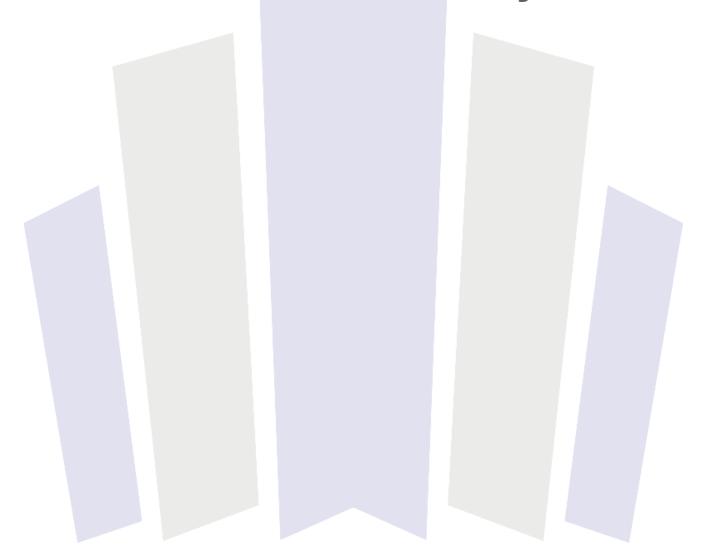|	
Committee with oversight for this policy – Resources	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Resources Committee	21/03/2023

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Perivale Primary School

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 program which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection will feature prominently in every induction program.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, student, 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 Program 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 Program should be cross-referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.

The induction process will:

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

- Provide Safeguarding 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

The induction program 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

Appendices

Appendix 1

Management and Organisation of Induction

Responsibility for Induction
Senior Leadership Team is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

Student and Volunteer Coordinator is responsible for the overall management and organisation of induction of volunteers (Inclusion lead - AHT)

Head Teacher is responsible for the overall management and organisation of induction of Governors

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 Program is provided, delivered and evaluated.

The Induction Program

The person responsible for induction should ensure that an Induction Program is provided personally, or by the line manager or mentor, or another person with delegated responsibility (i.e. Office or Site Manager), 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 programs 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 Senior Leadership Team or Office Manager. This should include:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- Medical Procedures & First aid
- 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 should be given appropriate induction advice, training and resources by the Senior Leadership Team and Office Manager. This should include:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- Medical procedures and First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School Website
- Policy documents, including School Improvement/Development plan & Values
- 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.

Administrative Staff

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

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- Medical procedures and First aid
- Code of Conduct
- Policy documents, including School Improvement/Development plan & Values
- Staff Handbook
- School Website
- School administrative systems and procedures
- Specific job related training such as finance, recruitment selection administration etc.

Cleaning/Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by our School Business Manager & Site Manager. This should include:

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- Medical procedures and First aid
- Code of Conduct
- Policy documents, including School Improvement/Development plan & Values
- 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 Deputy Head Teacher. This should include

- Safeguarding children and child protection
- Health and safety
- Fire and emergency procedures
- Medical procedures and First aid
- Code of Conduct
- Policy documents, including School Improvement/Development plan & Values
- Staff Handbook
- Specific job related training such as Behaviour management and how to promote positive play at lunchtimes
- Healthy schools policy and healthy packed lunch advice to parents

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors, Clerk and School Business Manager.

Please see separate policy.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by our Student and Volunteer Coordinator/ Office Manager. This should include:

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

Perivale Primary Induction Checklist

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

Staff Induction Checklist for : …………………………………………….

Date of first induction: ……………………………………………………………………

Introduction to key staff and their roles		
Discussion Topic to cover	**HR / SLT to sign if completed**	**Comments/Points To Review**
Head Teacher		
SLT (Assistant/Deputy Head/SBM)		
Safeguarding Team		
Teaching Staff		
Teaching Assistants		
Administration Team		
Caretaker		
Lunchtime Supervisors		
Governing Body		
Staff Facilities		
Discussion Topic to cover	**HR / SLT to sign if completed**	**Comments/Points To Review**
Staff Mail, Network Login, SIMS , Google Other logins		
Resources : Keys and Fobs Walkie Talkies, Phone system,		

Repo, pigeon hole, School fleece Hi Viz jacket Laptop/Ipad (Teachers only) School Diary Tea and Coffee Arrangements		
HR (itrent) (Permanent staff only)		
Absence and Sickness Procedures		
Tour of School		

Documents/Procedures		
Discussion Topic to cover	**HR / SLT to sign if completed**	**Comments/Points To Review**
Behaviour Policy		
Finance Handbook, Purchase & Petty Cash Procedures		
Fire Safety Procedures		
First Aid and First Aiders		
Critical Incident Planning		
GDPR Training		
Health & Safety		
Learning Environment Policy		
LIP and SEF		
Location of Policy Documents		
Online safety & Acceptable Use Policy		
Safeguarding & Keeping Children Safe in Education		
School Dress Policy		

Staff Code of Conduct Read and Agreed		
Staff handbook		
Vision Statement		
Whistleblowing Policy		

Role & Responsibilities		
Discussion Topic to cover	**HR / SLT to sign if completed**	**Comments/Points To Review**
Line Management		
Working arrangements (EG Hours, Job Description , Timetable, lunch) Teaching Groups), extended hours I,e, governors meetings.		
Professional support and development		

Other Topics Discussed		
Discussion Topic to cover	**HR / SLT to sign if completed**	**Comments/Points To Review**

Actions to be Undertaken by Line Manager /Mentor		
During First Week Planned meetings with key people Personal program and planned introduction to duties of post - agreed with the Induction Co-coordinator		

Meet with Induction Co-coordinator at the end of the first week, review progress and agree training and development needs

Identify development needs and agree means of meeting | | |
| **End of First Month**

Meet with Induction Co-coordinator and review progress. Agree action plan to deal with outstanding items

End of Three Months

Meet with Induction Co-coordinator to determine whether Induction Program is complete or if there are still outstanding items.

Agree an action plan to deal with any outstanding items

If Induction Program is complete, discuss possible courses of action in relation to future development of the job role | | |

Are there any queries or issues that are of a concern. Yes or No. If yes please state below:

To be signed by employee/ line manager & HR to confirm completion of Induction (to be completed within 3 months from employees start date and returned to HR file):

Employees Signature: _____

Line Manager: _____

HR(Office Manager: _____

Date: _____