Staff Induction Policy

Townley School and Pre-School

January 2016

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

1.5 Appendices

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

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff. The headteacher is also responsible for the overall management and organisation of induction of volunteers

The Chair of Governors is responsible for the overall management and organisation of induction of Governors

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.

Appendix 2

The Induction Programme

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manger 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 Headteacher. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Positive behavior and anti-bullying 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 headteacher. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School Brochure
- 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.

Administrative Staff
All new staff should be given appropriate induction advice, training and resources by the Headteacher. This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- 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 Staff
All new staff should be given appropriate induction advice, training and resources by the headteacher. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- 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 Supervisors
All new staff should be given appropriate induction advice, training and resources by . This should include

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- 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, children protection and Part 1 of Keeping Children Safe in Education
- 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 by . This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

Appendix 3

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		
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		
ICT 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		

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

Policies and Procedures	**Tick on Completion**	**Notes**
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		
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		

First Aid 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		
Policy and procedures relating to Safeguarding Children and Child Protection This will include Child Protection Policy and Part 1 of Keeping Children Safe in Education and whistleblowing		
Policy and procedures relating to Behaviour Management		
Policy and procedures relating to Sickness absence		
Policy and procedures relating to Discretionary Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		

Induction Checklist

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

Name_____ **Start Date**_____

Role _____

Induction Element	**Initial on completion**	**Notes**
Day One		
Meet Induction Co-ordinator		
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		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

Policies and Procedures	**Initial on Completion**	**Notes**
Provision of or reference to the location of the school Health and Safety policy.		
Information and training in relation to the employee's responsibilities		
Fire and emergency procedures:		
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. – (Monday evening after staff meeting and then at least termly).		
Further training as necessary depending upon the responsibilities of the post holder ?		

location of first aid provisions,		
location of notices bearing details of qualified First Aiders,		
means of obtaining first aid assistance,		
any other relevant First Aid information.		
policy on providing medicine and first aid for pupils		
Further training may be necessary depending upon the responsibilities of the post holder		
Policy and procedures relating to Safeguarding Children and Child Protection		
Child Protection Policy		
Part 1 of Keeping Children Safe in Education and whistleblowing		
Staff and Volunteers – Working Together to Safeguard Children March 2015,		
'What to do if you are worried a child is being abused 2015 – Advice for practitioners'		
Guidance for Safer Working Practice for those working with children and young people in education settings October 2015		
Information on Prevent		
Policy and procedures relating to Positive Behaviour and Anti-Bullying Management (Including PRIDE)		
Policy and procedures relating to Sickness absence		
Policy and procedures relating to Discretionary Leave of absence		
Policy and procedures relating to Appraisal/Performance Management		

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		

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