

Staff Induction Policy



Moreland Primary School

Policy for the Induction of New Staff

Introduction

Induction is the effective introduction of a colleague to his or her role within the school.

This policy is intended for all teaching and non-teaching staff and, where applicable, volunteers. It is also for the use of employees returning after a period of absence, including maternity and paternity leave. All staff and new staff are invited to help shape the programme of support to ensure that it meets not only the government's guidelines but also serves to meet common and individual needs of the school's employees. The comments of new and existing staff are welcomed, to help shape future induction procedures.

It is the school's aim that staff enjoy their time at the school, find it stimulating and worthwhile and feel that they are members of a successful and hardworking team. The school aims to enable staff to achieve a high standard of performance within the shortest possible time and to be familiar with the targets and objectives of the school development plan. The school's induction procedures are designed to help to make this happen. The school recognises that pupils achieve most from a well-informed, highly motivated staff. New staff will be supported during their induction period, which will vary according to the role and experience of each member of staff.

The aim of this induction policy is to ensure that the induction programme covers all the required topics and enables new staff to assimilate information about the school and its working practices as quickly and easily as possible. The induction programme should enable new staff to contribute to the maintenance of high standards of performance and support strongly the aims and ethos of the school.

Induction is the beginning of a process of ongoing professional development, to which the school is thoroughly committed. This includes the provision of support, training, appraisal and opportunities for career development.

The specific aims of the school's induction of new staff are:

- To ensure an understanding of the school's aims and ethos and how they impact on the implementation of school policy;
- To provide the individual with relevant school information;
- To ensure effective implementation of school policies and procedures;
- To ensure an understanding of safeguarding, both in terms of national requirements and also their implementation in the school;
- To ensure implementation of the school's health and safety routines and requirements
- To identify the role the individual will play within the school;
- To learn more about the individual and his or her immediate long term professional needs and aspirations;
- To explain what the school can and will do to help the individual make an effective contribution to the school.

Induction Responsibilities

It is the Senior Designated Person's overall responsibility to ensure each new member of staff receives his or her induction entitlement.

Each new member of staff is assigned an induction mentor to help them accomplish the requirements of the job. Mentors will be chosen in relation to the nature of the appointment. All

staff share a corporate responsibility for new members of staff to make them aware of day-to-day routines and procedures. It is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our school aims.

Mentoring is the support, advice and guidance provided for colleagues to enable the development their expertise in their new role in order to become a confident team member.

New Staff Member	Induction Carried Out By	Allocated Mentor
Senior Leadership Team	Headteacher	Headteacher/Deputy Headteacher
Teacher	Deputy Headteacher	Headteacehr/ Deputy Headteacher
EYFS Teacher	EYFS Lead	EYFS Lead
ECT	Deputy Headteacher / EYFS Lead	ECT Mentor
Teaching Assistant	Assistant Head Inclusion/ Assistant Head 0-5	Class Teacher
Children's Centre Staff	0-3 Manager	0-3 Manager/ Room leader
Admin and Premises Staff	Business Manager	Line manager e.g. Premises Manager or Business Manager

Annual Induction for All Staff

All staff will be required to complete an annual induction including Safeguarding policies and updates, Health and Safety policies and procedures, GDPR policies and the Staff Handbook at the start of each school year. This will be carried out as part of an INSET day. The Headteacher is responsible for ensuring this happens.

Induction Pathway

The following describes what new staff can normally expect by way of induction.

All new teaching and non-teaching staff will participate in the school's induction process. The level of support provided will be tailored to the new member of staff's role within the school and prior knowledge and experience and will be agreed during induction.

The milestones of induction include:

From application for the post until immediately prior to starting:

- Receipt of job description and person specification
- Receipt of details of school's aims and ethos
- Gain an understanding of the post through interview activities
- Agreement of contract and salary
- Familiarisation time in school, where possible, for teaching staff, spending time in school with future class
- Handover from previous post holder
- Meeting with a senior member of staff to discuss role and duties.
- Informal opportunity to meet staff and pupils.
- Completion of pre-appointment documentation
- Undertaking and additional training requirements, which may include safeguarding, first aid and food handling

- Information on additional expectations, including attendance at parent consultation meetings, evening and weekend events and functions, residential trips etc.
- Information on school dress code for staff

Immediately prior to starting:

- Formal meeting with appointed mentor and any other staff central to the new member of staff's responsibilities;
- Receipt of induction documentation;
- Receipt of the school's staff code of conduct and confidentiality agreement;
- Receipt and discussion of key school policies, which must include those covering:
 - Safeguarding, (including e-safety, mobile phones and cameras, use of reasonable force) which will include an explanation of the systems to support Safeguarding
 - Safeguarding summary leaflet
 - Part 1 (at least) of Keeping Children Safe in Education 2022
 - Curriculum, Teaching & Learning and Assessment
 - Health and Safety
 - Fire prevention, fire safety and fire evacuation procedures
 - First aid procedures and the procedures for the administration of medication
 - Whistleblowing
 - Equality policy
 - Behaviour and anti-bullying
 - Educational Visits
 - Risk assessment
 - Critical Incident
- Duty, assembly and other rotas;
- School security procedures;
- Briefing, as required, on any pupils with particular SEND issues or medical and dietary requirements;
- Information on general topics, including:
 - Member of staff's school email address and intranet log-in details
 - Staff toilets and provision for storing personal belongings
 - Protective clothing and personal equipment, where the role requires this

By the end of the first week:

- Further discussion to confirm understanding of school policies;
- New member of staff signs to confirm having read and understood relevant school policies, always to include:
 - Safeguarding Policy
 - Part 1 of Keeping Children Safe in Education 2022
 - Health and Safety Policy

Following on from this initial period, there will be regular points of contact between the new member of staff and his or her mentor and appraise

Checklist for Induction

Staff Member:		Induction led by:	
Start Date:		Date Completed induction:	
Item for Induction	Notes/Questions	Completed	
General Induction			
All paperwork completed			
Ethos and Values of the School			
Pre induction day e.g. meet the teacher day			
Handover with previous post holder (if possible)			
Staff Handbook and Staff Code of Conduct			
School Tour			
School Routines including: <ul style="list-style-type: none"> • Timetables • Assembly • Break and Lunchtime • Staff Briefing 			
Safeguarding			
Safeguarding Induction including: <ul style="list-style-type: none"> • Policies and Procedures • Keeping Children Safe in Education • Reporting Concerns • Reporting Allegations against staff • CPOMS • Safeguarding Team • Prevent • Registers • Whistleblowing 			
Health and Safety			
Health and Safety Induction including: <ul style="list-style-type: none"> • Policies and Procedures • Ladder Training • Fire Prevention, Fire Safety and Fire Evacuation (including online training) • Critical Incident/Lockdown • Additional Health and Safety Checklist 			

<ul style="list-style-type: none"> Any additional role specific induction e.g. suitable clothing 		
First Aid Procedures and Administering Medicines (see also pupil information below)		
Education		
Behaviour Policies and Procedures including RULER and ITIPS		
Educational Trips and Visits Procedures	Only for Teachers and TA's	
Risk Assessments (Evolve)		
Pupil Information including: <ul style="list-style-type: none"> SEN Medical Needs Allergies Pastoral information 	Only for Class teachers and TA's	
Teaching and Learning including: <ul style="list-style-type: none"> Curriculum Handbook Feedback and Marking Assessment Book, Planning and Display Expectations Location of curriculum documents and supporting resources Log on information for curriculum sites 	Only for SLT, Teaching staff and Teaching Assistants	
IT		
IT including: <ul style="list-style-type: none"> Email address Log in information AUP E safety policy How to log a fault with Platinum Website logon and induction Online learning policies 		
General Policies to be Read		
Attendance Policy		
AUP Staff		
Behaviour, Discipline and Anti Bullying Policy		
Clear Desk Policy		
Complaints Policy		
Data Protection Policy		
Dropping Off and Collecting Policy		
ECT Policy (if relevant)		
Educational Visits Policy		
First Aid Policy		

Health and Safety Policy		
HR Staff Code of Conduct		
Inclusion Policy		
Intimate Care Policy		
Missing Child Policy		
Online Safety Policy		
Physical Intervention and Restraint Policy		
Prevent Radicalisation and Extremism Policy		
Safeguarding and Child Protection Policy		
SEND Policy		
Staff Handbook		
Social Media Policy		
Supporting Children with Medical Conditions and Managing Medicines Policy		
Use of Mobile Phones and Cameras Policy		
Valuing Diversity and Promoting Equality Policy		
Violence to Employees at Work Policy		
Whistleblowing Policy		
Zoom Policy		
Teaching and Learning Policies (Only for Teachers and TAs)		
Teaching and Learning Policy		
Feedback and Marking Policy		
Assessment Policy		
Book Expectations		
Planning Expectations		
Display Policy		
Homework Policy		
Learning Outside the Classroom Policy		
Educational Visits Policy		
More Able Policy		
RSE Policy		
Curriculum Handbook		
Early Years Policies (Only for Early Years Staff)		
Early Years Welfare and Curriculum Procedures		
Early Years Planning, Recording and Assessing Policy		
Early Years Settling Policy		
Early Years Managing Positive Behaviour Policy		
Early Years Curriculum Handbook		
Training		
Additional Training identified e.g. First Aid, Team Teach, manual handling		

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