Staff Induction Policy

Swaffham Prior C of E Primary School

At Swaffham Prior we want all children to learn within a safe, and peaceful community. Through broad and balanced experiences, we inspire wonder, encourage perseverance and individual growth. Our Christian values underpin our peaceful school where we work in partnership with families to nurture the whole child and instil compassion towards others providing a basis for a hopeful future.

January 2020

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Staff Induction Policy

1. Introduction

1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will 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 employees, 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

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

    The Head teacher is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.

    The Head teacher is responsible for the overall management and organisation of the induction of volunteers.

    The Head teacher is responsible for the overall management and organisation of the induction of Governors.

2. The person responsible for induction should

    – Make arrangements to ensure that a new employee, 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, answer questions and give practical advice

    – Introduce key personnel

    – 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 programme is provided personally, or by the line manager, 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 Head teacher or Assistant Head teacher. 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

– Behaviour management policy

– Relevant information from the staff handbook

– Relevant information on curriculum, schedules and timetables

Teaching Staff Including Teaching Assistants

All new employees should be given appropriate induction advice, training and resources by the Head teacher or Assistant Head teacher. 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 employees should be given appropriate induction advice, training and resources by the School Business Manager. 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.

Midday and Cover Supervisors

All new employees should be given appropriate induction advice, training and resources by the Head teacher or Assistant Head teacher.
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.

Volunteers

All new employees should be given appropriate induction advice, training and resources by the Head teacher or Assistant Head teacher.
 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

Governors

All new employees should be given appropriate induction advice, training and resources by the Head teacher or Assistant Head teacher.
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 subcommittee 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

Staff Induction Checklist

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 & introduce 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 firefighting 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.		
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.		
Policy on providing medicine and first aid for pupils • Supporting children who have medical conditions		
Any other relevant information.		
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 • Part 1 of Keeping Children Safe in Education • Whistleblowing Policy • Children who go Missing from Education • Child Sexual Exploitation • Prevent • Female genital mutilation • Names and role of the Designated Safeguarding Lead and Deputy		
Policy and procedures relating to Behaviour Management: • Behaviour Policy • Staff Code of Conduct • Acceptable Use Policy		
Policy and procedures relating to Sickness Absence		
Policy and procedures relating to Discretionary Leave of Absence		
Policy and procedures relating to Appraisal/Performance Management		