



Induction Policy

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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 program 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 Academy as a whole, provide the foundation for successful and safe contribution to the Academy. 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, Probationary Procedure for support staff and Governors Welcome Booklet as appropriate.
- 1.3. The induction process will:
- provide information and training on the Academy'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 Academy, 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 Staff Code of Conduct to ensure that all staff, volunteers and governors new to the school understand what is expected of them, 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 responsible for the employee's Probation.

Appendices

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

Management and Organisation of Induction

The person responsible for induction should:

- make arrangements to ensure that a new member of staff, volunteer or governor is welcomed;
- ensure that their immediate needs are identified before taking up the position, where possible;
- provide, if appropriate, a tour of the Academy and information about the facilities, answer questions and give practical advice;
- introduce key personnel;
- ensure that an Induction Programme is provided, delivered and evaluated. Completed induction checklists should be kept on the employee's file.

The Induction Programme

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. This should include:

- all relevant information regarding Safeguarding Children i.e. Part 1 of Keeping Children Safe in Education; Prevent duty, FGM awareness;
- health and safety including access to welfare facilities;
- fire and emergency procedures;
- first aid;
- Staff Code of Conduct;
- behaviour management policy;
- relevant information from the Staff Handbook;
- relevant information on curriculum, schedules and timetables;
- asbestos awareness (where applicable).

Teaching Staff including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources. This should include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education; Prevent duty, FGM awareness;
- health and safety;
- fire and emergency procedures;
- first aid;
- Staff Code of Conduct;
- national curriculum documents;
- Staff Handbook;
- policy documents, including School Improvement/Development Plan, Behaviour Management Policy;
- 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;
- asbestos awareness (where applicable).

Administrative Staff

All new staff should be given appropriate induction advice, training and resources. This should include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education; Prevent Duty, FGM Awareness;
- health and safety;
- fire and emergency procedures;
- asbestos awareness (where applicable);
- first aid;
- Staff Code of Conduct;
- Staff Handbook;
- school administrative systems and procedures;
- specific job related training such as finance, for recruitment selection administration.

Cleaning/Caretaking/Catering Staff

All new staff should be given appropriate induction advice, training and resources by their line manager.

This should include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education; Prevent Duty, FGM awareness;
- health and safety;
- fire and emergency procedures;
- first aid;
- asbestos awareness (where applicable)
- Staff Code of Conduct;
- Staff Handbook;
- specific job related training such as manual handling, use of ladders, kitchen safety.

Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training and resources by.

This should include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education; Prevent Duty, FGM Awareness;
- health and safety;
- fire and emergency procedures;
- first aid;
- asbestos awareness (where applicable)
- Staff Code of Conduct;
- Staff Handbook;
- specific job related training i.e. behaviour management.

Governors

All new staff should be given appropriate induction advice, training and resources by.

This may include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education; Prevent duty, FGM awareness;
- health and safety;
- fire and emergency procedures;

- first aid;
- asbestos awareness (where applicable);
- Staff 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;
- Governors Welcome Booklet.

Volunteers

All new staff should be given appropriate induction advice, training and resources. This should include:

- all relevant information regarding Safeguarding children, inc Part 1 of Keeping Children Safe in Education;
- health and safety;
- fire and emergency procedures;
- first aid;
- asbestos awareness (where applicable);
- Staff Code of Conduct.

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

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/Line Manager		
Tour work area & introduce to work colleagues and work area		
Location of facilities – toilets, reception, staff areas		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Use of personal mobiles		
ICT and Resources familiarisation		
Immediate Health and safety matters such as fire alarm/assembly point and any that are directly relevant to working environment		
During First Week		
Planned meetings with key people, probation manager.		
An introduction to safeguarding procedures		
Personal programme and planned introduction to duties of post.		

End of First Month		
Liaise with Probation manager to ensure induction checklist complete		
Agree action plan to deal with outstanding items.		

Policies and Procedures	Tick on Completion	Notes
Health and Safety This will include:		

Asbestos Awareness (where applicable)		
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.		
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 Statutory requirements with regard to Child Protection Policy and 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		
Code of Conduct		

Staff handbook		
Probation procedure		
Governors Welcome Booklet		