



# Tudor Grange Academies Trust

## Induction Policy

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Date updated	Version	Change from last version
-	1.0	
03.12.20	1.1	
23.03.21	1.2	
09.09.21	1.3	Changes in line with KCSIE/ Early careers Framework Para 1.2 references the Early Career Framework Appendix 2 – paragraph for all staff on all relevant information regarding Safeguarding children updated - Safeguarding and Child Protection Policy (formerly Safeguarding Children Policy); Prevent Duty, FGM Awareness; Peer on Peer abuse; Online safety. Appendix 3 - reference to Academy Safeguarding Children Policy changed to Safeguarding and Child Protection Policy; Statutory requirements – added Peer on Peer abuse and Online safety
19.09.23	1.4	Biennial review, addition to bullets under paragraph 1.4

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## 1 Introduction

- 1.1 This Policy applies to all employees, volunteers and agency staff 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. All staff are encouraged to avail themselves of the training available via the Flick Learning Platform to ensure they are up to date with the latest best practice.
- 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 setting, 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 Early Career Framework and probation procedures for associate 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 Staff Code of Conduct to ensure that all staff, volunteers supply staff 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 including all relating to Safeguarding and Adult Code of Conduct;
- an induction timetable;
- details of help and support available;
- details of work shadowing, if appropriate;
- a diary of induction meetings;
- 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 supply staff is welcomed;
- ensure that their immediate needs are identified before taking up the position, where possible;
- provide, if appropriate, a tour of the school 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; Safeguarding and Child Protection Policy; Prevent duty, FGM awareness; Peer on Peer abuse; Online safety;
- health and safety including access to welfare facilities;
- fire and emergency procedures;
- first aid;
- relevant information on curriculum, schedules and timetables;
- Trust policies as per the induction checklist
- Mandatory training via Flick Learning

### **Classroom based staff including Teachers, Teaching Assistants, Learning mentors etc**

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; Safeguarding and Child Protection Policy; Prevent duty, FGM awareness; Peer on Peer abuse; Online safety;
- health and safety including asbestos awareness (where applicable).
- fire and emergency procedures;
- first aid;
- national curriculum documents;
- 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 set up;
- timetables;
- SEN information;
- Trust policies as per the induction checklist
- Mandatory training via Flick Learning

### **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; Safeguarding and Child Protection Policy; Prevent Duty, FGM Awareness; Peer on Peer abuse; Online safety;

- health and safety; including asbestos awareness (where applicable);
- fire and emergency procedures;
- first aid;
- school administrative systems and procedures;
- specific job-related Induction and training such as finance;
- Trust policies as per the induction checklist
- Mandatory training via Flick Learning

## **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; Safeguarding and Child Protection Policy; Prevent Duty, FGM Awareness; Peer on Peer abuse; Online safety;
- health and safety including Asbestos awareness (where applicable);
- fire and emergency procedures;
- first aid;
- Trust policies as per the induction checklist;
- Mandatory training via Flick Learning

**Induction Checklist**

*(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
<b>Day One</b>		
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, Safe user agreement and Resources familiarisation		
Immediate Health and safety matters such as fire alarm/assembly point and any that are directly relevant to working environment		
<b>During First Week</b>		
Planned meetings with key people, probation manager.		
An introduction to safeguarding procedures		
Personal programme and planned introduction to duties of post.		
Access to flick learning and location of key policies and procedures		

<b>End of First Month</b>		
Liaise with Probation manager to ensure induction checklist complete		

Agree action plan to deal with outstanding items.		
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<b>Policies and Procedures</b>	<b>Tick on Completion</b>	<b>Notes</b>
It is a requirement that staff read and understand the following Policies and Procedures		Held on Flick Learning
<b>Health and Safety Policy</b> (including asbestos awareness where applicable)		
<b>Fire and emergency procedures</b> 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.		
Bomb Threat Operating Procedure		
Further training may be necessary depending upon the responsibilities of the post holder.		
<b>First Aid</b> 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.		
<b>Academy Policies</b> These will include:		
Academy Safeguarding and Child Protection Policy		
Safeguarding Policy ANNEX 19 - COVID-19		
Behaviour Management Policy		



<b>Policies and Procedures</b>	<b>Tick on Completion</b>	<b>Notes</b>
It is a requirement that staff read and understand the following Policies and Procedures		Held on Flick Learning
Bullying and Harassment Policy		
Data protection/GDPR Policy		
Discretionary and Statutory Leave of Absence Policy		
Domestic Abuse Policy		
Equality and Diversity policy		
eSafety policy		
Human Traffic and Modern Slavery Policy		
Management of Sickness Absence policy		
Probation Procedure		
Staff Code of Conduct		
Supporting Pupils with Medical Conditions Policy		
Whistleblowing Policy		

<b>Mandatory Training (Flick learning)</b>	<b>Tick on Completion</b>	<b>Notes</b>
Data Protection and GDPR		
Equality and Diversity Training		
eSafety		
Fire Safety		
Health and Safety		
Safeguarding (KCSIE basics)		

<b>Statutory requirements.</b> Trust Safeguarding including KCSIE, Prevent duty, FGM, Peer on Peer abuse, Online safety		Delivered by Trust Safeguarding Team
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