



Tudor Grange Academies Trust

Induction Policy

Document title	Induction Policy
Author/originator	J Brant
Date of Approval/Review	23 rd March 2021
Approving Committee	Finance and Personnel Committee
Version	1.2
Policy review date	March 2022

Date updated	Version	Change from last version
-	1.0	New document
03.12.20	1.1	Inclusion of Human Trafficking and Modern Slavery Policy
23.03.21	1.2	Removal of Governor Induction (to separate policy) Appendix 2: Policies collated and referenced as Mandatory Training; list of policies in appendix 3 checklist Appendix 3: addition of 'Safe user agreement' to checklist

Contents

1	Introduction	2
	Appendix 1 Management and Organisation of Induction	4
	Appendix 2 The Induction Programme	5
	Appendix 3 Induction Checklist.....	7

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 NQT Induction policy.
- 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;
 - 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; Prevent duty, FGM awareness;
- 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; Prevent duty, FGM awareness;
- 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; Prevent Duty, FGM Awareness;
- 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;
- 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
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, 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		
During First Week		
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		

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
It is a requirement that staff read and understand the following Policies and Procedures		Held on Flick Learning
Health and Safety Policy (including asbestos awareness where applicable)		
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.		
Bomb Threat Operating Procedure		
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.		
Academy Policies These will include:		
Academy Safeguarding Children Policy		
Safeguarding Policy ANNEX 19 - COVID-19		
Behaviour Management Policy		

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		

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

Statutory requirements. Trust Safeguarding including KCSIE, Prevent duty, FGM		Delivered by Trust Safeguarding Team
--	--	--------------------------------------