

St. Joseph's In The Park



Policy Title Induction Policy	Date October 2017
Owner Head	Date for review October 2019

The policy is for whole school and EYFS

1 Introduction

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

1.5 Appendices

Appendix 1 Management and Organisation of Induction

Appendix 2 The Induction Programme

Appendix 3 Induction Checklist

Appendix 1

Management and Organisation of Induction

1. Responsibility for Induction

The Headmaster is responsible for the overall management and Organisation of induction of new employees, supplies teachers, and agency staff.

Head of department is responsible for the overall management and organisation of induction of volunteers

The bursar is responsible for the overall management and organisation of induction of Governors

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff, 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, answering questions and giving practical advice
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

Appendix 2

The Induction Programme

Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or 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 and training.

This should include:

- Safeguarding children and children protection
- 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 staff should be given appropriate induction advice and training.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- 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 staff should be given appropriate induction advice and training.

This should include

- Safeguarding children and children protection
- 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.

Cleaning/Caretaking/Kitchen Staff

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

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Midday and Cover supervisors

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

This should include

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job related training such as Behaviour management

Governors

All new Governors should be given appropriate induction advice and training.

This may include:

- Safeguarding children and children protection
- 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, ISI and school performance data
- AGBIS 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.

Volunteers

All new volunteers should be given appropriate induction advice and training.

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct

Appendix 3

General Induction Checklist

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

Name:

Start Date:

Name of Senior Colleague/Mentor:.....

Induction Element to be ticked on completion

Day One

1. Meet Induction Co-ordinator
2. Introduction to Senior Colleague/Mentor
3. Tour work area & introduction to work colleagues and work area
4. Location of facilities – toilets etc
5. Hours of work - including details of flexi-time arrangements, if applicable
6. Arrangements for breaks and lunch
7. Telephone System & arrangements for personal calls
8. ICT and Resources familiarisation
9. Health and Safety aspects relating to individual's work environment

During First Week

1. Planned meetings with key people
2. Personal programme and planned introduction to duties of post - agreed with the Induction Coordinator
3. 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

1. Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items.

Policies and Procedures Tick on Completion

Policy	Date	Ticked
Health and Safety		
Fire and emergency procedures		
First Aid		
Safeguarding Children and Child Protection		
Behaviour Management		
Procedures relating to Sickness absence		
Procedures relating to Special Leave of absence		
Procedures relating to Appraisal/Performance Management		
Staff should be made of the Acceptable Use Policy for ICT including an understanding of the affects of social media		