

St. Joseph's In The Park



Policy Title Induction Policy	Date Summer 2024
Owner Assistant Head (Pastoral)	Date for review Summer 2026

The policy is for whole school and EYFS

1 Introduction

1.1 This policy applies to all employees and also, as appropriate, to peripatetic tutors, volunteers and agency staff 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, peripatetic tutor or volunteer 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, peripatetic tutors and volunteers 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 ECT 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, peripatetic tutors and volunteers 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 Assistant Head (Pastoral) is responsible for the overall management and Organisation of induction of new employees, supply teachers, and agency staff.

SMT are responsible for the overall management and organisation of induction of volunteers, supply teachers and agency staff.

2. The person responsible for induction should

- Make arrangements to ensure that a new member of staff, peripatetic tutor or volunteer 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

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

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

TRAINING

Induction and training are in line with advice from Hertfordshire Safeguarding Children Partnership and KCSIE.

All Staff

All new staff will be provided with induction training that includes

- the child protection policy (including the policy and procedures to deal with peer-on peer abuse
- the role and identity of the DSL(s) and any DDSL}
- the behaviour policy (including measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).
- the staff code of conduct including the school’s whistleblowing procedure and the acceptable use of technologies policy, staff/pupil relationships and communications including the use of social media
- the safeguarding response to children who go missing from education.
- a copy of Part one of KCSIE
- School leaders and staff who work directly with children will also be required to read Annex B of KCSIE (and Part five of KCSIE).

Copies of the above documents are provided to all staff during induction

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, Courses and Procedures - Tick on Completion

Policy	System/Person	Date	Ticked
Acceptable Use of IT Policy	VWV		
Admissions Policy	VWV		
Annual Safeguarding Self-Disclosure Form	VWV		
Anti Bullying Policy	VWV		
Attendance & Punctuality Policy	VWV		
Concerns & Complaints from Parents Policy	VWV		
Data Breach Policy	VWV		
Data Protection Policy	VWV		
Data Protection Privacy Notice	VWV		
Early Years Policy (EYFS Staff only)	VWV		
Frist Aid Policy	VWV		
Health & Safety Policy	VWV		
Induction Policy	VWV		
Annual KCSIE	VWV		
Low Level Concerns about Staff Policy	VWV		
MHEG Environmental Policy	VWV		
MHEG Equality, Diversity & Inclusion Policy (Staff)	VWV		
MHEG Equality, Diversity & Inclusion Policy (Pupils)	VWV		
MHEG Annual Safeguarding & Protecting the Welfare of Pupils Policy	VWV		
MHEG Staff Code of Conduct	VWV		
MHEG Whistleblowing Policy	VWV		
Online Safety Policy	VWV		
Recruitment, Selection & Disclosure Policy	VWV		
Retention of Records Policy	VWV		
Subject Access Request Protocol	VWV		

Supervision of Pupils Policy	VWV		
Visiting Speakers Policy	VWV		
Fire and emergency procedures	Deputy Head		
Behaviour Management	Deputy Head		
Procedures relating to Sickness Absence	Deputy Head		
Procedures relating to Special Leave of absence	Deputy Head		
Procedures relating to Appraisal/Performance management	Deputy Head		
Courses Completed as part of Induction		Date	Ticked
The Prevent	Educare		
Child Protection Awareness (3hrs) (to be completed every 3 years)	Educare		
Child Protection Awareness Refresher (only applicable if haven't completed 3hr course) eg if joining midway through 3 year cycle.	Educare		