

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, Agency Staff, Midday and Cover Supervisors & Peri's

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
- Anti-Bullying
- Low Level Concerns

- Event of a child going missing
- Code of Conduct
- Fire and emergency procedures
- First aid
- Behaviour Management
- 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
- Anti-Bullying
- Low Level Concerns
- Whistleblowing
- Event of a child going missing
- Fire and emergency procedures
- First aid
- Acceptable use of IT
- Online safety
- Data protection and Data breach
- 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

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

All Staff

All new staff will be provided with the following –

- Policies through VWV
- Training through a range of portals and face-to-face agencies
- Information provided on the day of Induction

Induction for New Staff Member

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, information and Courses - Tick on Completion

Policy	Date	Ticked
Acceptable Use of IT Policy AUP Staff 2024		
Admissions Policy		
Anti Bullying Policy 2024		
Attendance Policy and Punctuality Policy 2024		
Concerns & Complaints from Parents		
Data Breach Policy 2023		
Data Protection Policy 2023		
Data Protection Privacy Notice 2023		
Frist Aid Policy		
Health & Safety Policy		
Low Level Concerns about Staff Policy 2024		

MHEG Environmental Policy		
MHEG Equality, Diversity & Inclusion Policy (Staff)		
MHEG Equality, Diversity & Inclusion Policy (Pupils)		
MHEG Whistleblowing Policy		
Online Safety Policy 2024		
Recruitment, Selection & Disclosure Policy 2024		
Retention of Records Policy 2023		
MHEG Safeguarding and Protecting the Welfare of Pupils Policy 2024		
MHEG Staff Code of Conduct 2024		
Subject Access Request Protocol		
Supervision of Pupils Policy		
Visiting Speakers Policy		
Fire Safety Policy 2024		
Whistleblowing 2024-2027		
Keeping Children Safe in Education (KCSIE) September 2024 Part One		
KCSIE 2024 Annex B (for those working directly with children)		
Policy in the Event of Child Going Missing 2024		
Annual Safeguarding Self Disclosure Form Sept 2024		
Induction Information	Date	Ticked
Behaviour Management		
Procedures relating to Sickness Absence		
Procedures relating to Special Leave of absence		
Procedures relating to Appraisal/Performance management		
Data Protection		
Courses Completed as part of Induction	Date	Ticked
The Prevent		
Child Protection Awareness (3hrs) (to be completed every 3 years)		
Child Protection Awareness Refresher (only applicable if haven't completed 3hr course) eg if joining midway through 3 year cycle.		