



Children and learning at the heart of  
our CARE-ing community

**Old Fletton Primary School**  
**Staff Induction Policy**  
Version 1 - September 2019

**OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL**

<b>Induction</b>	A programme to introduce new staff (including volunteers, students and governors) to school processes and procedures.
<b>Linked policies</b>	Code of Conduct Safeguarding & Child Protection Policy Behaviour & Expectations Policy Data Protection Policy

<b>What is the policy for?</b>	This policy is for all members Old Fletton Primary School to provide an informative and though induction into school life.
<b>Who has devised and contributed to this policy?</b>	This policy was initially devised by the Volunteer and Placement Co-ordinator, based on an EPM model policy. It was approved by the Headteacher and Governors informed.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	The policy will be referred to whenever a new member of staff joins. The policy will be reviewed every year in line with the policy monitoring schedule.

## 1. Introduction

- 1.1. This policy applies to all employees and, as appropriate, to volunteers, students, agency staff and governors who will 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, student 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, students, 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 employees, 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.

## 2. 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

Rachel Wallace (Office Manager) is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

Sarah Dudley (Volunteer and Placement Co-ordinator) is responsible for the overall management and organisation of induction of volunteers, students and trainee teachers.

Margaret Sargent (Chair of Governors) or Clerk to the Governing Body 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 employee, volunteer, student 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, answer questions and give 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, mentor, or another person with delegated responsibility, which will include:

- A statement of training needs, in particular Child Protection, Data 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, training and resources by a member of the administration team. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct;
- Behaviour and Expectations policy;
- Relevant information on curriculum, schedules and timetables.

### Teaching Staff Including Teaching Assistants

All new staff should be given appropriate induction advice, training and resources by Sarah Dudley. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct;
- National curriculum documents;
- Policy documents, including Behaviour and Expectations, Marking and Data Protection;
- 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;
- GDPR guidance.

#### Administrative Staff

All new staff should be given appropriate induction advice, training and resources by Rachel Wallace. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct and other school policies;
- School administrative systems and procedures;
- Specific job related training such as finance, for recruitment selection administration, etc.
- GDPR guidance.

#### Caretaking/Kitchen Staff

All new staff should be given appropriate induction advice, training and resources by Kim Nickerson / Karin Dawson.

This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct and other school policies;
- Specific job related training such as manual handling, use of ladders, kitchen safety, etc.
- GDPR guidance.

#### Midday Supervisors

All new staff should be given appropriate induction advice, training and resources by Tracy Weston. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct and other school policies;
- Specific job related training such as behaviour management.
- GDPR guidance.

#### Volunteers / Students / Trainee Teachers

All new staff should be given appropriate induction advice, training and resources by Sarah Dudley. This should include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct and other school policies;
- GDPR guidance.

### Governors

All new staff should be given appropriate induction advice, training and resources by Margaret Sargent / Clerk.

This may include:

- Safeguarding children, children protection and Part 1 of Keeping Children Safe in Education;
- Health and safety;
- Fire and emergency procedures;
- First aid;
- Code of conduct;
- Current relevant school information, policy documents and school development plan;
- School brochure including staffing, Ofsted and school performance data;
- DfE information on the role of governor;
- Governing body policy documents;
- Dates and times of whole governing body;
- Access and information of previous governing body minutes;
- Latest governing body report to parent and school newsletters;
- Information and access to governor training courses.

### Appendix 3

#### General 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 (Section 1)	Initial on Completion		Notes
	Trainer	Inductee	
<b>Before start date (if possible)</b>			
Photograph			
Email & My Concern set up			
DBS completed and seen or Risk Assessment			
Laptop (if applicable)			
Meet Phase leader / Partner teacher			
Support materials, eg Alan Peat information			
<b>Day One</b>			
Meet Induction Co-ordinator			
Introduction to senior colleague/mentor			
Tour work area & introduce to work colleagues and work area			
Location of facilities – toilets, etc.			
Hours of work			
Arrangements for breaks and lunch			
Use of personal mobiles			
ICT and Resources familiarisation			
Health and Safety aspects relating to individual's work environment			
Door code and card			

<b>Section 1 sign off</b>	Trainer	Sign:	Date:
	Inductee	Sign:	Date:
	Sarah Levy	Sign:	Date:

Induction Element (Section 2)	Initial on Completion		Notes
	Trainer	Inductee	
<b>During First Week</b>			
Planned meetings with key people			
Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator			
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			
School timetable			
Class and set lists			
National curriculum documents			
Year group schemes of work			
Assessment advice, recording, reporting, resources and procedures			
Information on whole school and year group resources, including ICT			
Policy and Procedures Relating to Safeguarding Children and Child Protection - this will include:			
Safeguarding and Child Protection Policy and Part 1 of Keeping Children Safe in Education and Whistle Blowing Policy			
Other Policies and Procedures - this will include, but is not limited to:			
CARE Values			
Code of conduct including appropriate standard of dress and appearance			
Policy and procedures relating to behaviour management			
Marking policy			
Policy and procedures relating to sickness absence, attendance and punctuality			
Policy and procedures relating to requests for discretionary leave of absence			
Policy and procedures relating to appraisal/ performance management			
Data Protection policy and GDPR guidance			
Privacy Notices			
Acceptable use of mobile technology			
Laptop security			
Online Safety and Internet Acceptable Use Policy			
Health and Safety - this will include:			

Provision of or reference to the location of the school policy			
Information and training in relation to the employee's responsibilities			
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			
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, eg specific children			
Further training may be necessary depending upon the responsibilities of the post holder			

<b>Section 2 sign off</b>	Trainer	Sign:	Date:
	Inductee	Sign:	Date:
	Sarah Levy	Sign:	Date:

Induction Element (Section 3)	Initial on Completion		Notes
	Trainer	Inductee	
<b>End of First Month</b>			
Safeguarding training			
Meet with Induction Co-ordinator and review progress			
Agree action plan to deal with outstanding items			

<b>Section 3 sign off</b>	Trainer	Sign:	Date:
	Inductee	Sign:	Date:
	Sarah Levy	Sign:	Date:

Induction Element (Section 4)	Initial on Completion		Notes
	Trainer	Inductee	
<b>End of Three Months</b>			
Meet with Induction Co-ordinator to determine whether induction programme is complete or if there are still outstanding items			
Agree an action plan to deal with any outstanding items			
If induction programme is complete, discuss possible courses of action in relation to future development of the job role			

<b>Section 4 sign off</b>	Trainer	Sign:	Date:
	Inductee	Sign:	Date:
	Sarah Levy	Sign:	Date:

**I understand that it is my responsibility to familiarise myself with all of the relevant policies outlined in this document. (All policies are available on the school website).**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Headteacher monitoring**

Induction complete \_\_\_\_\_ (Sarah Levy) Date: \_\_\_\_\_