St Edmund's Catholic Primary School

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St Joseph's Catholic Primary School

INDUCTION POLICY

for School staff, Volunteers and Governors

Policy Adopted: July 2016

Reviewed: July 2021

Review Date: July 2024

Induction policy for School staff, volunteers and governors

The partnership is one in which each member is valued and respected for who they are. We aim to encourage and support the personal growth of each individual through learning together in God's Love.

Introduction

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 information, training, observation, and mentoring as appropriate.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

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, priorities aims 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.

Induction is an on-going and evolving process that realistically takes weeks and months. The ethos of the partnership of schools is that learning is a shared responsibility and there is an expectation that new members joining the TEAM will be proactive in asking for information and help – however big or small.

The Induction Process

The induction process should:
- Provide information and training on the school's policies and procedures.
- Provide Child Protection information – including outlining responsibilities and reporting systems as per school policy.
- 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.

The induction programme will include:

- An induction checklist of the policies, procedures and training to be covered.
- A meeting with the Headteacher, head of school, senior member of staff or line manager.
- Receiving copies of essential documents relating to role.
- Explanation of help and support available including details of other relevant individuals with responsibility for subject areas or aspects of the school, e.g. computing lead for log-in details to school systems, school business manager for finance enquiries, designated mentor etc.

(Aspects of the list above will vary depending on the role of the newly appointed member of staff. Specific induction details relevant to individual job roles are outlined below in the 'Induction Process' section of this policy).

Management and Organisation of Induction

Responsibility for Induction
- The governors are responsible for the management and induction of a new Headteacher.
- The Headteacher/Head of School is responsible for the overall management and organisation of induction of new teacher employees, School Business Manager, Pre-school Manager, supply teachers and agency staff.
- The School Business Manager is responsible for the overall management and induction of administrative staff, the Site Manager and the Head of Kitchen.
- The pre-school manager is responsible for induction of pre-school and sunshine club staff.
- The Headteacher/Head of School is responsible for the organisation of induction of volunteers.
- The Head of School is responsible for the overall management and organisation of induction of new teaching assistants.
- The clerk to the Governing Body, the Chair of Governors and the Head teacher is responsible for the overall management and organisation of induction of Governors.
- The Head of school is responsible for the overall management and organisation of induction of new Midday Supervisors.
- The site manager is responsible for the overall management and induction of new members of caretaking/cleaning staff.
- The Head of Kitchen is responsible for the overall management and induction of new members who join the catering team.

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 and assign a colleague to support alongside their role if necessary.
- Ensure that an Induction Programme is provided, delivered and evaluated.

The Induction Programme

The person responsible for induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Safeguarding information
- Health and Safety procedures (including H & S tour of the site with the Site manager)
- Responsibilities and security relating to General Data Protection Regulations
- A checklist of the policies and procedures to be understood (see Appendix 1)
- Details of help and support available relating to staff well-being, professional development and fulfilling role
- Communication procedures, inc email system, online shared calendar etc
- Details of other relevant individuals with responsibility for induction e.g. a 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.

Teaching Staff including Teaching assistants

All new staff will be given appropriate induction advice, training and resources by their line manager and others e.g. the Headteacher/Head of School and senior teachers. This is likely to be over time and as necessary.

This should include;

- Safeguarding Policy – including DSL and alternate names and reporting systems
- Staff Handbook, including code of conduct, acceptable use, GDPR
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Curriculum documents
- Policy documents, including School Development plan
- Assessment advice, recording, reporting, resources and procedures,
- Class lists
- Information on whole school and year group data, including SEND and Pupil Premium
- Timetables
- Information regarding the spiritual life of the school

Newly Qualified Teachers (NQTs)

In addition to the induction training, advice and training noted above Newly Qualified Teachers are assigned a specific Induction Tutor for the duration of their NQT induction period. The induction period is normally three terms (or equivalent if working part time) and consists of a 10% reduction in the teaching timetable in addition to the standard 10% planning, preparation and assessment (PPA) time available to all teachers. Observations, a termly review of progress against the teacher standards and a personalised professional development programme also form the induction process of NQTs.

Further details about the Induction process for NQTs can be found in the Induction Handbook for Suffolk Newly Qualified Teachers and Induction Tutors and in the DfE

'Induction for newly qualified teachers' Statutory guidance for appropriate bodies, Headteachers, school staff and governing bodies (2018)

Supply Teachers and Agency Staff
All new supply teachers and agency staff should be given appropriate induction advice, training and resources by their line manager (as outlined above). This should include;
- Safeguarding Policy – including DSL and alternate names and reporting systems
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Behaviour management policy
- Relevant information from the Staff Handbook
- Relevant information on curriculum, schedules and timetables

School Business Manager
A new business manager should be given appropriate induction advice, training and resources by the Headteacher. This should include;
- Safeguarding Policy – including DSL and alternate names and reporting systems
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Staff Handbook
- Code of conduct, including acceptable use and GDPR
- School administrative systems and procedures
- Specific job related training such as SIMS, Admissions, HR, Finance, and Governance

Administrative Staff
All new staff should be given appropriate induction advice, training and resources by the School Business Manager. This should include;
- Safeguarding Policy – including DSL and alternate names and reporting systems
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Staff Handbook
- Code of conduct, including acceptable use and GDPR
- School administrative systems and procedures
- Specific job related training such as training on Management information systems and communication system

Cleaning/Caretaking/Kitchen Staff
All new staff should be given appropriate induction advice, training and resources by the site manager/ head of kitchen. This should include;
- Safeguarding Policy – including DSL and alternate names and reporting systems
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Staff Handbook
- Code of conduct, including acceptable use and GDPR

- Specific job related training such as manual handling, use of ladders, kitchen safety, PPE etc

Midday supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include;
- Safeguarding Policy – including DSL and alternate names and reporting systems.
- Health and safety policy and risk assessments
- Fire and emergency procedures
- First aid
- Staff Handbook
- Code of conduct, including acceptable use and GDPR
- Specific job related training such as Behaviour management (BehaviourSafe)

Governors

All new Governors should be given appropriate induction advice, training and resources by the Headteacher, Chair of Governors or Link Governor.

Please see separate Governors Induction policy for specific details.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by either the Headteacher or Head of School. This should include;
- Safeguarding information – including DSL and alternate names and reporting systems
- Health and safety
- Fire and emergency procedures
- First aid

Approved at …………………………………………………………………….

Dated …………………………………………………………………………..

Signed …………………………………………………………………………
(Chair of Governors)

Signed …………………………………………………………………………..
(Headteacher)

Appendix 1

Name:……………………………..   **Start date:………..…**

Name of mentor/line manager:………………………………

Induction element	Tick and initial on completion	Notes
Day 1		
Meet Headteacher/Head of School/School Business Manager for an introduction to the school		
Check DBS and identify on first visit		
Information shared regarding Safeguarding children, DSL and reporting systems.		
Meet member(s) of staff who you will be working with and be shown the task expected and you will be working.		
Tour of the school and facilities		
Use of personal mobiles, dress code and code of conduct		
Show where sign in/out sheet is and how it is adhered to for Fire Safety.		
First Week		
Information shared regarding confidentiality and information sharing protocols.		
School behaviour and rewards systems understood		
School handbook read		
Essential Policy documents listed (available from school business manager and on school website) to be read: • Keeping Children Safe in Education • Safeguarding Policy • Behaviour Policy • Whistle Blowing Policy • Health & Safety Policy • Fire Procedures* • Acceptable Use and GDPR read		

End of first month Meet with Induction mentor to review progress. Agree any necessary action to support with outstanding items. Also discuss the spiritual life of the school and the staff member's responsibilities in upholding this.		
End of three months Meet with Induction mentor to determine whether Induction Programme is complete or if there are still outstanding items. (NQT Induction mentoring will continue for the duration of the NQT Induction period)		