

Staff Induction Policy

1 Introduction

- 1.1** This policy applies to all employees and also, as appropriate, to volunteers agency staff, work placement students 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, regardless of race, gender or cultural background, 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.
- 1.3** The induction process will
- Provide information and training on the school's policies and procedures
 - Provide Child Protection training, including the role of the DSL & deputy
 - 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 expectation
 - Identify and address any specific training needs.
- 1.4** All staff will be made aware of systems within the school which support safeguarding, including the following policies:

- Child protection policy;
 - Behaviour Management policy;
 - Staff Code of Conduct and Standards policy
 - The safeguarding response to children who go missing from education;
 - The role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).
 - KCSIE Part 1 and Appendix A (Sept 2018).
- 1.5** All staff will be made aware of the local early help process for Newham and understand their role in it.
- 1.6** All staff will be made aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.
- 1.7** All staff will be made aware of what to do if a child tells them he/she is being abused or neglected. Staff will be told how to manage the requirement to maintain an appropriate level of confidentiality, ie. only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child

1.4 The induction programme will include:

- careful consideration and follow-up to ensure thorough understanding of all aspects of KCSIE Part One (Sept 2018)
- 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, if appropriate
- any relevant risk assessment
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or line manager

1.5 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist

2 Monitoring and review

2.1 This policy was agreed and implemented on February 2014.

2.2 The Governing Body undertakes a review of this policy every year.

2.3 There will be on-going monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date:

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Next Review Date:

Sept 2019

Written: Feb 2014

Reviewed: **Sept 2018**, April 2017, May 2016, Apr 2015

APPENDIX 1

Management and Organisation of Induction

1. Responsibility for Induction

Head teacher or member of Senior Leadership Team is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.

Head teacher or member of Senior Leadership Team is responsible for the overall management and organisation of induction of volunteers and work placement students.

Chair of governors 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, work placement student or governor is welcomed.
- Ensure that immediate needs are identified **before** taking up the position where possible (refer to health questionnaire).
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice (including location of first-aid kits and named first-aider).
- Explain fire evacuation procedure and show fire exits, including muster points.
- Introduce key personnel (include line manager/mentor, designated safeguarding officer, named first-aider).
- Ensure that an Induction Programme (which does not discriminate on the basis of race, gender or culture) 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, if relevant
- any relevant risk assessment
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or line manager

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 and Work Placement Students

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Head teacher or member of Senior Leadership Team. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Behaviour management policy
- Relevant information from the Employees' Handbook
- Relevant information on curriculum, schedules and timetables
- Any relevant risk assessment.

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the Head teacher or member of Senior Leadership Team. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Supervision Policy
- National Curriculum documents
- Employees' Handbook (includes Whistleblowing Policy and Equal Opportunities)
- School Brochure
- 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
- SEND information
- Any relevant risk assessment.

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Head teacher or member of Senior Leadership Team. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Employees' Handbook (includes Whistleblowing Policy and Equal Opportunities)
- School administrative systems and procedures
- Specific job-related training such as finance, secretarial, etc.
- Any relevant risk assessment.

Cleaning/Caretaking/Hot Meals Staff

All new staff should be given appropriate induction advice, training and resources by Head teacher and school office manager. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Employees' Handbook (includes Whistleblowing Policy and Equal Opportunities)

- Specific job related training such as food safety in catering, manual handling, use of ladders, kitchen safety etc
- Any relevant risk assessment.

Midday and Cover supervisors

All new staff should be given appropriate induction advice, training and resources by the Head teacher and the school office manager. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Employees' Handbook (includes Whistleblowing Policy and Equal Opportunities)
- Specific job related training such as Behaviour management
- Any relevant risk assessment.

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the Head teacher or member of the Senior Leadership team. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Relevant information from the Employees' Handbook
- Security
- Any relevant risk assessment

Governors

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors. This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Staff Code of Conduct and Standards
- Current relevant school information, policy documents and School Improvement Plan
- School brochure including staffing, latest ISI report and school performance data
- ISA information on the role of governor

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- Governing Body Policy documents
- Written Policy on Behaviour Principles
- Dates and times of whole governing body and sub committee meetings
- Access and information of previous governing body minutes
- Latest governing body report to parents and school newsletters
- Information and access to governor training courses.

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Appendix 3

General Induction Checklist

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

Name _____ Start Date _____

Name of Line Manager/Mentor _____

Induction Element	Tick on completion	Notes
Day One		
Meet Induction Co-ordinator		
Introduction to Line Manager/Mentor		
Tour school & introduction to work colleagues and work area		
Location of facilities – toilets, staff room etc		
Hours of work		
Arrangements for breaks and lunch		
Security & arrangements for personal calls		
Safeguarding children and child protection		
Health and Safety aspects relating to individual's work environment		

During First Week (if appropriate)	Tick on completion	Notes
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		
End of First Month		
Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items.		

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End of Three Months	Tick on completion	Notes
<p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		

Policies and Procedures	Tick on Completion	Notes
<p><u>Health and Safety</u> – this will include: Provision of or reference to the location of the school policy. Information and training in relation to the employee’s responsibilities.</p>		
<p><u>Fire and emergency procedures:</u> - this will include: location of school Fire Safety Manual Fire Action and other fire notices location of fire-fighting 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.</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		

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Policies and Procedures	Tick on Completion	Notes
<p><u>First Aid</u> – 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 first aid for pupils any other relevant information</p> <p><i>Further training may be necessary depending upon the responsibilities of the post holder</i></p>		
<p><u>Policy and procedures relating to Safeguarding Children and Child Protection</u> – this will include: Acceptable Use Agreement/Code of Conduct Child protection Child Missing Education (CME) KCSIE (Part 1 & Appendix A) Safeguarding Role of Designated Safeguarding Lead (DSL) Response to Online Safety Staff Code of Conduct and Standards Supervision (Duty of Care) Staff Supervision (EYFS staff) The local Early Help Process Whistleblowing</p>		
<p><u>Policy and procedures relating to Behaviour Management</u></p>		
<p><u>Employees’ Handbook</u> – this includes: Policy and procedures relating to Sickness absence Policy and procedures relating to Special Leave of absence Policy and procedures relating to Appraisal/Performance Management Equal Opportunities Staff Privacy Notice</p>		

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