**Staff Induction Policy**

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| **Person responsible for policy:**  | Emma Shaw  |
| **Date approved:**  | January 2023  |
| **Review date:**  | January 2025  |

**Introduction**

This policy applies to all employees and, as appropriate, to volunteers, agency staff and Governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children and Child Protection is prominent 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 and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

**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 student achievement, and meeting the needs of students, 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 school.

• Identify and address any specific training needs.

**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; and

• Details of other relevant individuals with responsibility for induction e.g., manual handling.

**Management and Organisation of Induction**

The Deputy Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, professional placements, and volunteers.

Teachers are responsible for the management and organisation of induction of new permanent and agency teaching assistants.

The Headteacher is responsible for the overall management and organisation of induction of Governors.

The person responsible for induction will:

• Ensure that a new member of staff, volunteer or Governor is welcomed.

• Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice.

• Provide information regarding key personnel, in particular those with responsibilities for Safeguarding (see induction pack)

**The Induction Programme**

The Induction programme 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.

**Teachers and Teaching Assistants**

All new staff, including Agency Teachers and Teaching Assistants should be given appropriate induction advice, training, and resources by the Deputy Headteacher or Class Teachers.

This should include:

• Information Pack/Handbook

• Safeguarding children - Keeping Children Safe In Education (DSL)

• The school’s safeguarding reporting procedures

• Staff code of conduct

• Health and safety

• Fire and emergency procedures

• First aid

• Policy documents, including School Improvement Plan

• Specific job-related training

• Planning (Class teacher)

• Assessment advice, recording, reporting, resources, and procedures (Class Teacher)

• Class list (Class Teacher)

• Teacher file (Class Teacher)

**Administrative Staff**

All new staff should be given appropriate induction advice, training, and resources by the Headteacher or Deputy Headteacher.

This should include:

• Information Pack

• Safeguarding children - Keeping Children Safe In Education (DSL)

• The school’s safeguarding reporting procedures

• Staff code of conduct

• Health and safety

• Fire and emergency procedures

• First aid

• School administrative systems and procedures

• Specific job-related training such as finance, for recruitment selection administration etc.

**Site Staff**

All new staff should be given appropriate induction advice, training, and resources by the Premises Manager.

This should include:

• Information Pack

• Safeguarding children - Keeping Children Safe In Education (DSL)

• The school’s safeguarding reporting procedures

• Staff code of conduct • Health and safety

• Fire and emergency procedures

• First aid

• Specific job-related training such as manual handling, use of ladders or kitchen safety

**Midday Meals Supervisors**

All new Midday Meals Supervisors should be given appropriate induction advice, training, and resources by the Deputy Headteacher supported by Class Teachers.

This should include:

• Information Pack

• Safeguarding children - Keeping Children Safe In Education (DSL)

• The school’s safeguarding reporting procedures

• Staff code of conduct

• Health and safety

• Fire and emergency procedures

• First aid

• Specific job-related training

• Teacher file (Class Teacher)

**Governors**

All new Governors should be given appropriate induction advice, training, and resources by the Clerk/Headteacher/Chair.

This may include:

• Information Pack

• Safeguarding children - Keeping Children Safe In Education (DSL)

• Health and safety

• Staff code of conduct

•Fire and emergency procedures

• First aid

• Current relevant school information, policy documents and School Improvement Plan

• School brochure including staffing, Ofsted, and school performance data

• DfE (Department for Education) information on the role of governor

• Dates and times of whole governing body and subcommittee meetings

• Access and information of previous governing body minutes

• Information and access to governor training courses.

**Volunteers (See student/volunteer policy)**

All new volunteers should be given appropriate induction advice, training, and resources by the Deputy Headteacher.

This should include:

• Information Pack

• Safeguarding children - Keeping Children Safe In Education (DSL)

• The school’s safeguarding reporting procedures

• Health and safety

• Fire and emergency procedures

• First aid