Induction of New Staff Policy

Wheatley Hill Community Primary School

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Date Written: *July 2022*	
Adopted by Governing Body: *July 2022*	
Date for Review: *July 2023*	

Induction Policy for School Staff, Volunteers and Governors

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 appropriate 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 ECT Induction requirements and probationary periods for support staff, as appropriate.

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

The induction process should
- Provide information and training on the school's policies and procedures.
- Provide Safeguarding and Child Protection information – including outlining responsibilities.
- 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, Core Commitments and Non-negotiable Expectations 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 may include:
- A meeting with the headteacher or senior member of staff.
- Signposting to the list of essential policies on the website – signing that these have been read.
- Receiving copies of essential documents relating to role.
- Explanation of help and support available.
- Details of work shadowing and assigning of a "mentor" if appropriate.
- Details of other relevant individuals with responsibility for induction e.g. the IT technician to offer logins etc, the designated mentor or supervisor.

Management and Organisation of Induction
Responsibility for Induction
- The **Headteacher** is responsible for the overall quality, management and organisation of induction of new employees, however the routines of induction may be delegated to other staff members.
- The **School Business Manager** is responsible for the overall administrative management and induction of all staff members inc. Health & Safety, DBS, and Data Collection.
- The **SENCO** is responsible for the induction of Academic Staff in relation to SEND.
- The **SLT** will ensure that academic staff are appropriately inducted in regards to aspects of Teaching & Learning.
- The **School Inclusion Manager** will meet and induct all new staff in regards to school Safeguarding and Child Protection procedures.
- The **clerk to the Governing Body** and the **Chair of Governors** is responsible for the overall management and organisation of induction of Governors.
- The **School Cook** is responsible for the overall management and organisation of induction of new catering assistants.
- The **DHT** is responsible for the overall management and organisation of induction of new Midday Supervisors.

The School Business Manager responsible for initial induction should
- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure all required documents, qualification checks and DBS materials are in place.
- 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 assigning a "Mentor", if appropriate.
- 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 & Child Protection information.
- Health and Safety procedures.
- A checklist of the policies and procedures to be understood.
- Details of help and support available.
- A diary of meetings, if appropriate.
- Details of other relevant individuals with responsibility for induction e.g.. the mentor.
- 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 the School Business Manager and supported by a member of the SLT. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook
- Behaviour Management Policy
- Relevant information on Curriculum, Schedules and Timetables

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 deputy head and senior teachers. This is likely to be over time and as necessary. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook
- School Website Overview
- Policy documents, including School Development Plan
- Assessment advice, recording, reporting, resources and procedures, Class lists.
- Information on whole school and year group data, including SEN and "Disadvantaged"
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by their line manager and others e.g. The School Business Manager. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- 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, training and resources by their line manager and e.g. the School Business Manager. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook
- Specific job related training such as manual handling, use of ladders, kitchen safety etc

Lunch Time and Cover Supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager and e.g. The Cook and Lunchtime Managers. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook
- Specific job related training such as Behaviour Management

Governors

All new Governors should be given appropriate induction advice, training and resources by the Headteacher, School Business Manager and supported by the Chair of Governors. This may include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook & Information and access to governor training courses.
- Current relevant school information, policy documents and School Development Plan
- School brochure including staffing, Ofsted and School Performance Data, DfE Info.
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes & reports

Volunteers

All new volunteers should be given appropriate induction advice, training and resources by either The School Business Manager or The Headteacher. This should include;

- Safeguarding Children and Child Protection Procedures.
- Health and Safety Procedures.
- Fire, Evacuation and Emergency Procedures.
- First Aid Arrangements.
- Staff Code of Conduct, Core Commitments and Non-Negotiable Expectations.
- Staff Handbook

Staff Member Name_____ **Start Date**_____

Name of Mentor_____

Pre Induction Element	Tick & Initial on Completion	Notes / Further Actions
Compile Recruitment Process paperwork & Scan to Admin Drive **(Application Form - signed, Questions, Tasks & Notes)**		
Conditional Offer Letter Sent		
Request References **(Check References & Scan to Staff File)**		
Confirmation of Appointment Letter		
Creation of PeopleHR Account Required **(General PeopleHR overview, expectations – Set Probation & Review Date)**		
Submission of new starter paperwork **(Bank Details, HMRC Starter Check, Disqualification Statement, OH Questionnaire, DBS Update Service, Pre-employment Health Dec)**		
Initiate DBS Check **(If no DBS Passport, Driving Licence & Proof of Address Needed to proceed with application)**		
PPE & Staff Uniform Order Needed		
Order ID Badge / Keys		
Arrange ITSS Logins **(System, Extranet, Email, SIMS)**		
Introductory Telephone Call by Mentor **(Confirm Start Date, Times, Documents to bring)**		

Essential Induction Element	Tick & Initial on Completion	Notes / Further Actions
Meet Headteacher/School Business Manager for an introduction to the school **(School ethos & overview of induction process)**		
Check DBS and identity on first visit		
Show where to Sign in/out is kept and adhered to Inc. wearing of Lanyards etc. (Key Fobs will be signed out & Appropriate coloured Lanyard Worn By Visitor)		
Information shared regarding Safeguarding Procedures, Child Protection and Designated Leaders **(Give Paper copy of KCSIE Part 1)**		
Information shared regarding confidentiality and information sharing protocols **(Report concerns immediately, CPOMS account needed)**		
Introduction to PeopleHR Account Required **(General PeopleHR overview, expectations)**		
Tour of the school and facilities – fire doors, security, First Aid, smoking & car parking. **(Check allocated Fob works)**		
Fire, Evacuation and Emergency Procedures. **(Show Fire Evac Plans on Classroom Walls & Assembly Points)**		

Use of personal mobiles, dress code and code of conduct (Core Commitments & Non-Negotiables) (See Staff Handbook – Issue Mobile Phone Locker)		
Health and Safety aspects relating to individual's work environment and whole school (Complete Staff Hazard Profile & Check for any workplace adjustments needed to support a disability)		
School behaviour and rewards systems understood (Class Dojo & User Account if needed, Ready to Learn System)		
Review Staff Handbook (Go through Staff Handbook & Get them to sign as understood on PeopleHR)		
Essential policy documents listed (in folder or on PeopleHR) to be read and signed as received: • **KCSIE 2022** • **Safeguarding & Child Protection Policy – L1 training needed** • **Guidance for Safer Working Practice (H&S)** • **Staff Acceptable Use Polices** • **Behaviour Policy – Ready to Learn** • **Whistle Blowing Policy** • **Health and Safety Policy** • **Security & Fire Procedures** • **Code of Conduct**		
Additional Induction Elements	**Tick & Initial on Completion**	**Notes / Further Actions**
Introduction to colleagues, roles & responsibilities (Introductions made to Department Leader – clear expectations set around contracted hours, start / finish times, SOP)		
Where to store personal belongings (Lockable Spaces, GDPR Documents, Mobile Phone Locker)		
Location of toilets – pupils' & staff		
Duties/rotas (Outline times for duties & expectations of duties – if unable to attend a duty the responsibility is with the staff member to arrange cover)		
Staff meetings & briefings (Expectations to attend promptly & participate)		
Internal/external postal systems (Post Book & Confidential Mail)		
Absence reporting procedures (Staff Handbook – reinforce the need for excellent attendance in the work place –AMI Procedures)		
Photocopier/cameras/resources (Expectations around safe usage, wastage & GDPR)		
School ICT Access (Creation of School e-mail Address, Access to PeopleHR & DLG)		
Access to all school policies (School Website / Staff Shared)		
Ordering of lunch (chargeable)		
Assemblies (Timings & Expectations of staff)		

Accident forms **(Procedures for recording of pupil / staff accidents)**		
Process for support, CPD & Performance Management **(Compile list of needed CPD)**		
School Improvement plan **(Staffroom & PeopleHR)**		
School Based Ordering & Requisition Process **(This includes reimbursements)**		
CPOMS **(CPOMS Access & Training in the system use)**		
SIMS Training **(General SIMS system training – class registers)**		
On Site Event Forms **(Planning of on-site events)**		
Off Site Activity Forms **(Procedures for off-site check list forms)**		
Evolve Training **(Trip Planning Forms, Risk Assessments & EV Forms)**		
Teacher / TA - Role Specific Training; • **Teaching & Learning Policy** • **Subject Progression Documents** • **Long Term Planning** • **Weekly Planning** • **Outdoor Education & Challenge Days** • **Read, Write Inc Training** • **LO, Work Systems & Scaffolding** • **Colourful Semantics** • **Team Teach, De-escalation & Ready to Learn** • **SEND Support Plans**		
Admin – Role Specific Training; • **SIMS** • **Inventory** • **Deliveries & Stockbook** • **Telephones & Message Taking** • **Front Desk Procedures** • **Resource Requisition** • **School E-mail System**		
Site – Caretaking, Cleaning & Driving – Role Specific Training; • **H&S Policies** • **COSHH** • **Driver Handbooks, Daily Checks & Fuel Cards** • **Lone Worker, Working at Height & Moving / Handling.** • **Training in daily check process** • **Machine & Chemical Training**		
SEND Provision – Role Specific Training; • **SEND Teaching & Learning Policy** • **Subject Progression Documents** • **Long & Weekly Planning** • **Outdoor Education & Challenge Days** • **Read, Write Inc Training** • **LO, Work Systems & Scaffolding** • **Colourful Semantics** • **Team Teach, De-escalation & Ready to Learn** • **SEND Support Plans** • **Working with OT, EP, SALT** • **Use of workstations, sensory rooms, soft play**		

Immediate Training Needs	Timescale	Longer Term Training Needs	Timescale

Additional Notes / Actions Required

Induction complete - Mentor:_____
Induction complete - Employee:_____
Induction Complete - Q&A:_____