



Staff Induction Policy
Reviewed January 2020

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1. Introduction

1.1 This policy applies to all employees and also, as appropriate, to volunteers, agency staff and those involved in Governance 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.

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 those involved in Governance to the duties of the post, and to the academy school as a whole, provide the foundation for successful and safe contribution to the academy school. The Induction Programme is designed to help new employees, volunteers and those

involved with Governance become familiar with the requirements of their position and learn about the academy 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. This policy should be read in conjunction with the policy for the induction of Newly Qualified Teachers, where appropriate.

1.3 The induction process will:

- Provide information and training on the academy school's policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the colleague to contribute to improving and developing the overall effectiveness of the academy 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 academy school's Code of Conduct to ensure that all staff, volunteers and those involved with Governance new to the school understand what is expected of them at the academy school and gain support to achieve those expectation
- Identify and address any specific training needs

1.4 The induction programme will include:

- A meeting with the headteacher or senior member of staff
- An induction checklist of the policies, procedures and training to be covered - signing that those have been read/done
- An induction timetable
- Receiving copies of essential documents relating to role
- Explanation of help and support available
- Details of work shadowing and assigning of a Buddy, 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

1.5 Appendices

Appendix 1 Management and Organisation of Induction

Appendix 2 The Induction Programme

Appendix 3 Induction Checklist

See also each academy schools: Induction pack and Induction process

Appendix 1 Management and Organisation of Induction

Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new teacher employees

The School Business/office Manager is responsible for the overall management and induction of supply teachers, and agency staff as well as of organisation of induction of volunteers

The SENDCo (or Headteacher as appropriate) is responsible for the overall management and organisation of induction of new teaching assistants

The clerk to the Governing Body and/or Governance Compliance officer and the Chair of Governors are responsible for the overall management and organisation of induction of those involved in Governance.

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or those involved with Governance is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the academy school and information about facilities, answering questions and giving practical advice
- Introduce key personnel and assigning a Buddy, if appropriate
- 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 or mentor, or another person with delegated responsibility, which will include:

- 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
- 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 clerical staff. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information from the Staff Handbook;
- 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 children protection policy
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook
- Academy school Website
- Policy documents, including Academy School improvement/Development plan
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class and set lists,
- Information on whole academy 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. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Academy 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*. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Academy school administrative systems and procedures
- Specific job-related training such as manual handling, use of ladders, kitchen safety etc

*It is the expectation that contractors and staff working via a service level agreement (NYCC) will receive both school specific induction e.g. evacuation procedure etc. As well as a formal induction from their direct employer.

Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training and resources by their line manager. This should include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Specific job-related training such as Behaviour management

Those involved with Governance

All new Governors and trustees should be given appropriate induction advice, training and resources by the Headteacher and/or governance compliance officer. This may include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- current relevant academy school information, policy documents and Academy School Improvement Plan data
- Academy school brochure including staffing, Ofsted and academy school performance data
- DfES information on the role of governor
- Governing Body Policy documents
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes
- latest governing body report to parent and school newsletters
- Information and access to governor training courses.

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 children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour Policy

Appendix 3 Induction Checklist

There are three key elements to the induction process:

- an induction meeting with a senior member of staff;
- reading and signing key documents;
- undertaking key training (or providing relevant certificates where training has already been completed).

Please use the following checklist to ensure that you have completed all parts of the induction process.

Induction Checklist

Item	Details	Tick	OFFICE
Tour of premises	Aware of any security requirements (e.g. access codes)		
Fire/evacuation process	Evacuation signal Location of emergency exits Assembly points		
Emergency Response Guide	FOR SLT ONLY Read and sign		
Lockdown policy	Read and sign		
Risk assessments	Read and sign		
Health and Safety policy	Read and sign		
Accident reporting	Report to office		
Reporting hazards/safety concerns	Report to office		
Smoking restrictions	No smoking or e-cigs on school site		
First aid procedures	Report to office		
First aid policy	Read and sign		
IT policy/Acceptable Use policy	Read and sign		
Privacy notice	Read and sign		
Data Protection/GDPR policy	Read and sign		

Keeping Children Safe in Education	Read and sign		
Child Protection policy and procedure	Read and sign		
Guidance for Safer Working Practices in Education	Read and sign		
Staff code of conduct	Read and sign		
Whistleblowing policy	Read and sign		
What to do if you are worried a child is being abused	Read and sign		

School's ethos regarding diversity and British values (including LGBT+ and sexism) are explained.	Discussion with SLT.		
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Pupil Healthcare Plans	If appropriate – please see a member of SLT		
SEND information	If appropriate – please see a member of SLT		
Behaviour policy	If appropriate – please see a member of SLT		
Marking and feedback policy	If appropriate – please see a member of SLT		
Teaching and learning policy	If appropriate – please see a member of SLT		

Basic Awareness Training	https://breeze.northyorks.gov.uk/p7fzaf9wxmq		
Child Protection	If you have completed the training within the last 3 years, please pass your certificate to the office.		
PREVENT Training	https://www.elearning.prevent.homeoffice.gov.uk/ If you have completed the training within the last 3 years, please pass your certificate to the office.		
Additional Training	If you have completed any other relevant training (e.g. restraint, first aid, etc.), please pass your certificates to the office.		

Employee name: Line manager/SLT:

Employee role: SLT role:

Signed: Signed:

***Once completed, please pass to the Office Manager.
Office Manager to transfer dates to Safeguarding Compliance Record.***

Date: Date: