



St White's Primary School

Staff Induction Policy

Date of Review: September 2017

Date of Next Review: September 2020

Signed, Chair of Governors:

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AMENDMENTS:

DATE	DETAILS OF AMENDMENT
31/1/17	3.1 – Amendments to information included
31/1/17	General Induction Checklist – amendments documentation available from induction/training needs

Introduction – St White’s School Staff Induction Policy

1.1 This policy applies to all employees and also, as appropriate, to volunteers, placement students, 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 will feature prominently in every induction programme.

1.2 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 a successful and safe contribution to the school. The induction programme is designed to help new employees, students, 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 programme will be related to the NQT Induction requirements and probationary periods for support staff, as appropriate.

1.3 The induction process will

- Provide information on the school’s policies and procedures, including child protection.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, and meeting the needs of pupils, parents and the wider community as appropriate.
- Explain the school’s expectations to ensure that all staff, volunteers and governors new to the school, understand what is expected of them 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.
 - Details of help and support available.
 - Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

1. Appendices

Appendix 1 - Management and Organisation of Induction

Appendix 2 - The Induction Programme

Appendix 3 - Induction Checklist

1. Management and Organisation of Induction

1.1 Responsibility for Induction

- The Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff.
- The Headteacher is responsible for the overall management and organisation of induction of volunteers.
- The Chair of Governors is responsible for the overall management and organisation of induction of Governors

1.2 The person responsible for induction will:

- Make arrangements to ensure that a new member of staff including placement students, 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.
- Ensure that an induction programme is provided, delivered and evaluated.

Appendix 2

1. The Induction Programme

1.1 The Headteacher will ensure that an induction programme is provided personally, or by the line manager, mentor, or another person with delegated responsibility.

It will include:

- A statement of training needs, in particular Child Protection and Health and Safety.
- A checklist of the policies and procedures to be understood.
- Details of help and support available.
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor.

1.2 Induction programmes will be tailored to specific individuals. Areas which will be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration will be given in relation to each post and the experience of the post holder.

2. Supply Teachers and Agency Staff

1.1 All new supply teachers and agency staff will be given appropriate induction advice, training and resources by the school's Senior Administrator. This will include information on:

- Safeguarding children and child protection.
- Medical needs of children as appropriate.

- Fire and emergency procedures.
- First aid.
- Behaviour management policy.
- Relevant information from the Staff Handbook and information on curriculum and timetables in the quick reference leaflet.

3. All teaching staff, teaching assistants, administrative staff, cleaning/caretaking staff including handyman, midday supervisors and Governors.

3.1 All new teaching staff, teaching assistants, administrative staff, cleaning/caretaking staff including handyman, midday supervisors, placement students and governors will be given appropriate induction advice, training and resources by the Headteacher, Deputy Headteacher or member of the SLT. This will include information on:

- Safeguarding children and child protection including policies.
- Medical needs of children.
- Health and safety.
- Fire and emergency procedures.
- First aid.
- Signpost National Curriculum documents.
- New staff Handbook.
- School Prospectus.
- Access to Policy documents, including the School Development Plan.
- Schemes of work.
- Assessment advice, recording, reporting, resources and procedures.
- Class list, including SEN information, vulnerable pupils and PP.
- Information on whole school and year group resources, including ICT.
- Timetables and rotas.
- Staff absence procedure.
- Staff phone numbers.

3.2 All new governors will be given appropriate induction advice, training and resources by the Chair of Governors. This will include information available to members of staff (see above) and will include:

- Current relevant school information, policy documents and School Development Plan.
- School brochure including staffing, Ofsted and school performance data.
- DfE information on the role of governor.
- Governing Body Policy documents.
- Dates and times of whole governing body and sub-committee meetings.
- Access to previous governing body minutes.
- Latest governing body report to parent and school newsletters.
- Information and access to governor training courses.
- Confidentiality.

Appendix 3

General Induction Checklist

Name

Start Date

Line Manager or Mentor.....

This checklist should be completed as soon as possible after taking up the post.

A meeting will be arranged for the end of the first week to review progress.

	Completed (date)
<i>Teachers only: Teachers standards including the expectation that teachers are responsible for their own CPD, upholding public in the profession and communicating effectively with all stakeholders.</i>	
DBS	
Tour of school, including toilets	
Introduction to colleagues	
St White's Visiting Teacher Information leaflet	
Hours of work and absence procedure (own)	
Arrangements for children to enter doors at the beginning of the day and how they are released at the end of the day at 3.15 pm	
Arrangements for children collected from school during the school day (pre-arranged and due to illness or accident)	
Behaviour management, including house-points system	
Expectations of children's behaviour (e.g. call adults by name)	
Job description	
Mentor/Line manager	
Staff emergency ring-round system for emergency closures	
Arrangements for breaks and lunch as appropriate, including milk money, coffee, tea etc.	
Telephone system and arrangements for personal calls.	
School prospectus: available on the web site: http://www.st-whites.gloucs.sch.uk/our-school/our-school-prospectus	
Security information including visitors' signing-in book and badges, doors and gates	
Location of school policies: school web site http://www.st-whites.gloucs.sch.uk/governors/policies and 'Teachers Shared Documents' on the server.	
Designated Child Protection Officer	

	Completed (date)
GCSB Safeguarding Children Quick Reference for New School Staff or Volunteers.	
Copies of policies to be read: Safeguarding policy, Safer Working Practice, Keeping Children Safe in Education Part 1, Code of Conduct, Whistle Blowing	
Date of Child Protection Training (basic awareness)	
Child protection issues – procedures and safeguarding forms	
Confidentiality	
Internet Safety (pupil cards) and Acceptable Use Policy (including phone use in school)	
Children's medical needs	
Accident book and procedures	
Racial incidents reporting procedures	
First Aid and Fire Procedures	
Handyman log	
e-mail address set up	
Photocopying	
No-smoking policy	
Signposting latest SDP and RAP	
Signposting The national curriculum in England KS 1 and 2 framework https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf	
Training needs eg: Admin staff: school administrative systems, procedures, finance, administration Cleaning/caretaking staff and Handyman: manual handling, use of ladders etc	

I confirm that this induction checklist has been completed.

Signed (member of staff) Date

Signed (designated person) Date

Additional governor training:	
DfE information on the role of the governor	
Governing Body policy documents	
Dates and times of whole governing body and sub-committee meetings	
Access to previous governing body minutes	
Latest governing body report to parent and school newsletters	
Training needs including access to governor training courses	

I confirm that this induction checklist has been completed.

Signed (member of staff) Date

Signed (designated person) Date