



Tudhoe Learning Trust

Induction Policy

School Staff & Volunteers

Approved by: Kimberley Ivory **Date:** September 2018

Last reviewed on: September 2018

Next review due by: September 2019

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 NQT 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 our 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 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 Safer 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 expectations
- Identify and address any specific training needs
- The induction programme may include:
- A meeting with the headteacher or senior member of staff

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
- Details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

Appendices

[Appendix 1](#) Management and Organisation of Induction

[Appendix 2](#) The Induction Programme

[Appendix 3](#) Induction Checklist

Appendix 1: Management and Organisation of Induction

Responsibility for Induction

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

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

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

Support is available centrally from HR.

The person responsible for induction should

- Make arrangements to ensure that a new member of staff, 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: 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:

- Child Protection information
- Health and Safety procedures
- 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

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 Deputy Headteacher. 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 on curriculum, schedules and timetables

Teaching Staff including Teaching assistants

All new staff will be given appropriate induction advice, training and resources by Deputy Headteacher and others e.g. Phase Leaders. 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
- Curriculum documents
- Policy documents, including school priorities for improvement
- 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 Headteacher and others e.g. Finance staff from TLT. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- 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 Cook and Lunchtime Managers. This should include:

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

Midday and Cover supervisors

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

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Specific job related training such as Behaviour management, lunchtime procedures etc.

Volunteers

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

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

Appendix 3: General Induction Checklist

Sections completed will depend on specific post.

Name: _____

Start date: _____

Name of senior colleague/Mentor: _____

<i>Induction Element</i>	<i>Tick on completion</i>	<i>Notes</i>
Tour around school and introduction to colleagues and work areas.		
Key fobs given.		
Meet induction coordinator.		
Introduction to senior colleague/mentor.		
Location of facilities: toilets, photocopiers, stationery etc.		
Hours of work understood.		
Arrangements for breaktime and lunchtime.		
Telephone system and use of mobile phones in school.		
Health and Safety aspects in relation to work environment.		
Child protection procedures explained.		

Policy/Procedures	Tick on completion	Notes
Behaviour		
Marking		
Performance Management		
Sickness Absence		
Daily procedures: entering school, assembly, lunchtime, end of the day etc.		
Health and Safety This will include location of school policy; info and training in relation to employee's responsibilities		
Fire and Emergency Procedures This will include: <ul style="list-style-type: none"> • Location of safety manual • Fire action and other notices • Evacuation procedure • Fire assembly points • Frequency of alarm tests 		
Safeguarding and Child Protection This will include: <ul style="list-style-type: none"> • Child Protection Policy • E-Safety policy • Keeping Children Safe in Education 		
Staff Conduct This will include: <ul style="list-style-type: none"> • Social Networking policies • Mobile Phone Policy • Code of Conduct • Acceptable Use Policy 		

Policy/Procedures	Tick on completion
<p>During first week</p> <ul style="list-style-type: none"> • <i>Planned meetings with key people</i> • <i>Personal programme and planned introduction to duties of post, agreed with induction coordinator</i> • <i>Meet with induction coordinator at the end of first week to review progress and agree training and development needs.</i> • <i>Identify development needs.</i> 	
<p>End half term</p> <ul style="list-style-type: none"> • <i>Meet with induction coordinator and review progress. Agree plan to deal with any outstanding issues.</i> 	
<p>End of three months</p> <ul style="list-style-type: none"> • <i>Meet with induction coordinator to determine whether induction programme is complete or if there are still outstanding issues.</i> • <i>Agree action plan to deal with any outstanding issues.</i> • <i>If induction programme complete, discuss possible courses of action in relation to future development of job role.</i> 	