



## INDUCTION PROCEDURE (STAFF)

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### 1. Introduction

- 1.1. This policy applies to all employees and, as appropriate, to volunteers, agency staff and governors who will 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 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 programme should be cross-referenced to the ECT induction requirements (or NQT induction requirements if induction commenced prior to 1 September 2021) and probationary periods for support staff, as appropriate.
- 1.3. The induction process will:
  - Provide information and training on the School's policies and procedures
  - Provide Child Protection training
  - Contribute to the colleague's sense of job satisfaction and personal achievement
  - Explain the School's Code of Conduct to ensure that all employees, 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
- 1.4. The induction programme will include an induction checklist of the policies, procedures and training to be covered. Policies to be included:-
  - Safeguarding & Child protection policy,
  - Staff behaviour policy or code of conduct
  - Online safety policy

- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

## **2. Management and Organisation of Induction**

### **2.1. Responsibility for Induction**

- [The Headteacher](#) is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff.
- [The School Officer Manager](#) is responsible for the overall management and organisation of the induction of volunteers.
- [The Governance & Compliance Manager](#), in liaison with the School Office Manager, is responsible for the overall management and organisation of the induction of governors.

### **2.2. The person responsible for induction**

- Makes arrangements to ensure that a new employee, volunteer or governor is welcomed and has a date and time for their Induction to be conducted
- Ensures that the induction programme is delivered and evidenced
- Answers any questions / provides any practical advice necessary as a result of the induction program

## **3. The Induction Programme**

The person responsible for induction should ensure that an induction programme is provided personally, or delegate responsibility to the line manager, mentor, or another appropriate person. 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.

### **3.1. Supply Teachers and Agency Staff**

All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Behaviour management policy
- Whistle-blowing policy

- Relevant information from the staff handbook
- Relevant information on curriculum, schedules and timetables

### 3.2. Teaching Staff Including Teaching Assistants

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

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- National curriculum documents
- Staff handbook
- School brochure
- Policy documents, including school improvement plan
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class and setlists
- Information on whole school and year group resources, including ICT
- Timetables
- SEN information

### 3.3. Administrative Staff

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

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Staff handbook
- School administrative systems and procedures
- Specific job-related training such as finance for recruitment selection administration, etc

### 3.4. Cleaning/Caretaking/Kitchen Staff

All cleaning, caretaking and kitchen staff should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Staff handbook
- Specific job-related training such as manual handling, use of ladders, kitchen safety, etc.

### 3.5. Midday and Cover Supervisors

All new midday and cover supervisors should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Staff handbook
- Specific job-related training such as behaviour management

### 3.6. Volunteers

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

This should include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct

### 3.7. Governors

All new governors should be given appropriate induction advice, training and resources by the Headteacher or Governance Compliance Manager.

This may include:

- Safeguarding children, child protection and Part 1 or Annex A of Keeping Children Safe in Education
- Online safety
- Health and safety
- Fire and emergency procedures
- First aid
- Code of conduct
- Current relevant school information, policy documents and school improvement plan data
- School brochure including staffing, Ofsted and school performance data
- DfE information on the role of governor
- Governance Committee policy documents
- Dates and times of Local Governance Committee meetings
- Access and information of previous Local Governance Committee minutes
- Latest Local Governance Committee report to parent and school newsletters
- Information and access to governor training courses

## Appendix 1 – Induction Checklist for all new Staff

# Induction Checklist for all new Staff

This checklist will be adapted to the requirements of the specific post and post holder.

Teaching staff and Teaching Assistants will also need to go through the **Supplementary Induction Checklist for all new Teachers and Teaching Assistants** (Appendix 4) in addition to this induction checklist.

Name	
Job Role	
Start date	
Line Manager Name	
Line Manager Job Title	

Induction Element	Date completed + notes on any further action required
<b>Day one</b>	
Tour work area & introduce to immediate colleagues	
Tour of school and introduction to other colleagues and Senior Leadership Team	
Location of facilities – Stationery / photocopiers / tea/coffee / toilets, etc.	
Hours of work – arrangements for breaks and lunch	
Use of personal mobiles	
ICT and Resources – secure ID badge, IT equipment, log in details, etc.	
Review Job Description and diarise any regular / planned meetings with key people	
Review Job Description and diarise specific role related training – systems / manual handling, etc.	



Provide new starter with a copy of the Probation Procedure and diarise future review dates.	
<b>Health and Safety</b>	
Provide new starter with a copy of (or location of) the School Healthy and Safety policy	
Agree any role specific Health & Safety information relating to the immediate work environment – lone working, manual handling, etc.	
<b>Fire and Emergency Procedures</b>	
Location of School/building fire safety manual, fire action and other fire notices	
Location of firefighting equipment	
Means of raising the alarm including the position of fire alarm points (i.e. break glass units)	
Fire evacuation procedure and means of escape	
Fire assembly points	
Times of fire alarm sounder tests	
Any other relevant information or training necessary dependent on the responsibilities of the post/post holder.	
<b>First Aid</b>	
Location of first aid provisions	
Location of notices bearing details of qualified First Aiders	
Means of obtaining first aid assistance	
Policy on providing medicine and first aid for pupils (if a possibility within the role)	
Any other relevant information or training necessary dependent on the responsibilities of the post/post holder.	
<b>Policy and Procedures - including those Relating to Safeguarding Children and Child Protection</b>	
Safeguarding and Child Protection Policy	
Child Protection Whistle-Blowing Policy	

Keeping Children Safe in Education – part one	
Guidance for safer working practices	
ICT and Internet Acceptable Use Policy	
What to do if you are worried a child is being abused	
Safeguarding Video (where the annual update has been missed.)	
Safeguarding and Child Protection Policy	
Prevent Awareness Course – Government link	
GDPR Training	
Cyber Security Training	
Policy relating to online safety	
Policy and procedures relating to Behaviour Management (where appropriate – eg Midday Supervisors/Kitchen Staff)	
Policy and procedures relating to Staff Sickness Absence	
Policy and procedures relating to Discretionary Leave of Absence	
Policy and procedures relating to Appraisal/Performance Management	
Bullying & Harassment Policy & Grievance Procedure	
Whistleblowing Procedure	
<b>End of first week</b>	
Meet with Line Manager at the end of the first week, check all mandatory policies and training have been completed.	
Review progress and agree on any additional training and development needs specific to the role and agree a plan of delivery.	
<b>End of first month</b>	
Meet with Line Manager, conclude induction process and transfer to Probation Procedure. Conduct 1 <sup>st</sup> probation review and confirm diarised dates for remaining probation reviews.	

## Appendix 4 Supplementary Induction Checklist for all new Teachers and Teaching Assistants

### Supplementary Induction Checklist for all new Teachers and Teaching Assistants

Name	
Job Role	
Start date	
Line Manager Name	
Line Manager Job Title	

INDUCTION Element	Date completed + notes on any further action
<b>GENERAL</b>	
Vision, Core Values and Ethos	
Admissions and Induction Policy	
Timetable (including working days/training days)	
Confidentiality	
<b>CHILD PROTECTION</b>	
Allegations of abuse against staff	
Child Protection and Whistle Blowing	
Code of Conduct	
Intimate Care	
<b>SCHOOL ETHOS AND EXPECTATIONS</b>	
Anti-bullying policy and procedures (Incl. recording & reporting)	
Assessment, Recording and Reporting	
Behaviour and Discipline (Incl. incident file)	
Food in school (snacks etc.)	
Home-School Agreement	
Homework	

Marking	
Praise and Reward systems (class and school)	
Reporting to Parents/dealing with parents	
Spiritual, Moral, Social Cultural	
Teaching & Learning	
Uniform and Dress Code	
Staff Handbook	
Clubs/Personal interests	
Key Dates through the year	
<b>INCLUSION</b>	
Equality and Diversity (including schemes)	
Racist Incident procedures (including reporting)	
Inclusion and SEN (Specific needs/IEPs)	
Physical Restraint	
<b>ICT</b>	
Smart phones	
Interactive Whiteboard (basics)	
Lap top, email and login	
ICT Policy	
Accessing support	
Network/Server guidance	
E-safety	
<b>CURRICULUM (Subjects)</b>	
Art & Design	
Collective Worship	
Design & Technology	
Educational Visits (EdVol)	
Eco-schools/sustainability	
Geography & Global Dimension	
History	
ICT Policy	
Languages	
Library	
Literacy	
Music	
Numeracy	
PSHE (SRE, Drug & Alcohol)	

P.E.	
Religious Education	
Science	
<b>CURRICULUM (Integrated Curriculum)</b>	
Edison Units and planning	
Core Learning Skills	
<b>PERSONNEL/ADMIN</b>	
Pigeon Hole/Locker/ School Fleece	
Privacy Notice	
Admin – signing in, staff board, letters etc.	
Pupil Registration/Pupil Records	
Visitors in School	
<b>CONTINUOUS PROFESSIONAL DEVELOPMENT</b>	
Continuous Professional Development	
Performance Management	
<b>BUILDINGS/HEALTH &amp; SAFETY</b>	
Health & Safety/ Risk Assessments	
General Housekeeping (supporting cleaners)	
Keys and alarm/door codes/Locking up	
Evacuation Procedures	
Guidelines: furniture, sensors, times	
<b>FIRST AID/MEDICAL</b>	
Administration of Medicines Policy	
Medical Conditions	
First Aid	