



SIR THOMAS RICH'S

Staff Induction Policy

This Policy applies to all employees and, as appropriate, to volunteers, agency staff and trustees who will receive a tailored induction programme. Safeguarding Children and Child Protection will feature prominently in every induction programme.

Date reviewed: December 2023

Status: Good Practice

Responsibility: It is the responsibility of the Trustees' Personnel Committee to review the policy and monitor its implementation.

Contents

1. Introduction
2. Management and Organisation of Induction
3. The Induction Programme
4. Specific Induction arrangements for:
 - Supply Teachers and Agency Staff
 - Teaching Staff Including Teaching Assistants
 - Administrative Staff
 - Technicians and Caretaking staff
 - Cleaning/Kitchen Staff
 - Volunteers
 - Trustees

Appendix: General Induction Checklist

1. Introduction

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, volunteer or trustee 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, volunteers and trustees become familiar with the requirements of their position; it should also enable them to 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 and probationary periods for support staff, as appropriate.

The induction process will:

- Provide information and training on the School's policies and procedures.
- Provide Child Protection training and safeguarding children training (including checking understanding)
- 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 to ensure that all employees, volunteers and trustees 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 will include:

- An induction checklist of the policies, procedures and training to be covered.
- An induction timetable/diary of activities.
- Details of help and support available.

- Details of work-shadowing, if appropriate.
- Details of other relevant individuals with responsibility for induction e.g., the designated mentor or supervisor and buddy.

2. Management and Organisation of Induction

Responsibility for Induction

- Mrs C Pearson, (Assistant Head Teacher), is responsible for the overall management and organisation of induction of new employees, supply teachers, agency staff and volunteers.
- Mrs N E Binning, (Governance Professional), is responsible for the overall management and organisation of the induction of Trustees.

The person responsible for induction should:

- Make arrangements to ensure that a new employee, volunteer or trustee 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, answer questions and give practical advice
- Introduce key personnel
- Ensure that an induction programme is provided

3. The Induction Programme

The person responsible for induction should ensure that an induction programme is provided personally, or by the line manager, mentor, or another person with delegated responsibility.

This will include:

- Safeguarding induction
- A checklist of the policies and procedures to be read and understood
- Details of help and support available
- An induction timetable / diary of activities
- 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.

4. Specific Induction arrangements for:

Supply Teachers and Agency Staff

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

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Behaviour policy
- Whistle-blowing policy
- Relevant information from the staff handbook
- Relevant information on curriculum, schedules, and timetables

Teaching Staff including Teaching Assistants

All new employees should be given appropriate induction advice, training and resources by Mrs Pearson, Mr D Dempsey (Acting Deputy Headteacher) and their Head of Department*

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Learning and Teaching Policy and Curriculum Policy and documents
- Staff handbook
- School brochure
- Policy documents, including school improvement/development plan
- Schemes of work*
- Assessment advice, recording, reporting, resources and procedures
- Class and setlists
- Information on whole school and year group resources, including ICT
- Timetables
- SEND/PP information

Administrative Staff

All new employees should be given appropriate induction advice, training, and resources by Ms J Morton.

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration, etc.

Technicians and Caretaking staff

All new employees should be given appropriate induction advice, training, and resources by Mrs N Binning.

This should include:

- Safeguarding children, child protection and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Staff Handbook

The Senior Science Technician and the Site Manager are responsible for delivering specific job-related training such as manual handling, use of ladders, use of chemicals etc.

Cleaning/Kitchen Staff

As cleaning and kitchen staff are not employed by the School, their induction will be provided by their employers. The School will work closely with these commissioned services to assist them in inducting their employees.

The School will provide annual Safeguarding Children, Child Protection and Part 1 of *Keeping Children Safe in Education* induction training to cleaning and kitchen staff.

Volunteers

All new volunteers should be given appropriate induction advice, training, and resources by the member of staff responsible for their volunteering in school.

This should include:

- Safeguarding Children, Child Protection policy and Part 1 of *Keeping Children Safe in Education*
- Health and safety information
- Fire and emergency procedures
- First aid procedures
- Code of Conduct
- Staff Handbook if appropriate

Trustees

All new Trustees should be given appropriate induction advice, training, and resources by Mrs N Binning.

This may include:

- Safeguarding Children, Child Protection policy and Part 1 of *Keeping Children Safe in Education*
- Health and safety procedures
- Fire and emergency procedures
- Trustees' or Members' 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 Trustee
- Governing body policy documents
- Dates and times of whole governing body and committee meetings
- Access to and information about previous governing body minutes
- Information and access to governor training courses

Appendix: General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

| | |
|--|--|
| Name | |
| Start date | |
| Name of senior colleague/mentor | |

| Induction Element | Tick on Completion | Notes |
|--|--------------------|-------|
| Day one | | |
| Introduction to senior colleague | | |
| Tour work area & introduce to work colleagues and work area | | |
| Location of facilities – toilets, etc. | | |
| Hours of work - including details of flexi-time arrangements, if applicable | | |
| Arrangements for breaks and lunch | | |
| Use of personal mobiles | | |
| ICT and Resources familiarisation | | |
| Health and Safety aspects relating to an individual's work environment | | |
| During first week | | |
| Planned meetings with key people | | |
| Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator | | |
| Meet with Induction Co-ordinator at the end of the first week, review progress and agree on training and development needs | | |
| Identify development needs and agree on means of meeting | | |
| End of first month | | |
| Meet with Induction Co-ordinator and review progress | | |
| Agree on an action plan to deal with outstanding items | | |
| End of first year | | |
| Meet with Induction Co-ordinator to determine whether induction programme is complete or if there are still outstanding items | | |
| Agree on an action plan to deal with any outstanding items | | |
| If the induction programme is complete, discuss possible courses of action in relation to the future development of the job role | | |

| Induction Element | Tick on Completion | Notes |
|--|--------------------|-------|
| Health and Safety - This will include: | | |
| Provision of or reference to the location of the School policy | | |
| Information and training in relation to the employee's responsibilities | | |
| Fire and Emergency Procedures - This will include: | | |
| 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 | | |
| Further training may be necessary depending on the responsibilities of the post-holder | | |
| First Aid - This will include: | | |
| Location of first aid provisions | | |
| Means of obtaining first aid assistance | | |
| Policy on providing medicine and first aid for pupils | | |
| Any other relevant information | | |
| Further training may be necessary depending on the responsibilities of the post-holder | | |
| Policy and Procedures Relating to Safeguarding Children and Child Protection - This will include: | | |
| Child Protection Policy and Part 1 of Keeping Children Safe in Education and Whistleblowing | | |
| Other Policies and Procedures - This will include: | | |
| Policy and procedures relating to Behaviour | | |
| Policy and procedures relating to Sickness Absence | | |
| Policy and procedures relating to Leave of Absence | | |
| Policy and procedures relating to Appraisal/Performance Management | | |
| Bullying & Harassment Policy & Grievance Procedure | | |
| Whistleblowing Policy | | |