



AMINGTON HEATH PRIMARY & NURSERY

May 2021

Amington Heath Primary School and Nursery

Induction Policy for school staff, volunteers and governors

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 ECT 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 the 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 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
- Signposting to the list of essential policies on the website
- 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

Management and Organisation of Induction

Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of new teacher employees including trainee teachers.

The deputy is responsible for the overall management and induction of volunteers and work experience students.

The School Office Manager is responsible for the overall management and induction of supply teachers, and agency staff.

The SENDCo is responsible for the overall management and organisation of induction of new teaching assistants.

The clerk to the Governing Body and the Chair of Governors are responsible for the overall management and organisation of induction of Governors.

The Senior MDS is responsible for the induction and organisation of induction of new Midday Supervisors.

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 and assigning a mentor.
- Ensure that an Induction Programme is provided, delivered and evaluated.

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
- a diary of meetings (if appropriate)
- 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 Office Manager .

This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Safer Code of Conduct (Staff handbook)
- 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 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
- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- School Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Class and set 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 their line manager and others e.g. The School Business Manager.

This should include;

- Safeguarding children and children protection
- 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.
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
- 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 their line manager and e.g. The Cook and Lunchtime Managers.

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

Governors

All new Governors should be given appropriate induction advice, training and resources by. This may include;

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- current relevant school information, policy documents and Raising Attainment Plan
- School brochure including staffing, Ofsted and 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 the Headteacher.

This should include;

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



Induction checklist

Name _____ Role _____

When?	Task	Completed?
Prior to the employee's first day	Identify who will be responsible for induction, including assigning mentor	
	Set up employee's ICT account and internet access	
	Ensure first week of induction is scheduled and planned, and relevant members of staff are notified	
	Send out induction pack – staff handbook, safeguarding policy and reference to other key policies.	
First day	Introduce colleagues, pupils and mentor	
	Take employee on a tour of the school	
	Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents	
	Remind employee of: <ul style="list-style-type: none"> • The school timetable, including timings of staff meetings, assemblies and registration • Expectations around staff conduct, e.g. use of mobiles, social media and dress code • Conditions of employment, and absence and disciplinary procedures All of the above should be outlined in the induction pack.	
	Help employee to become familiarised with ICT account, phone system and reprographics, e.g. photocopier	
	Explain the school's behaviour and rewards system	

First week	Ensure employee meets DSL and has safeguarding training	
	Ensure employee attends induction training sessions with relevant members of staff	
	Ensure employee meets with mentor at the end of the first week to: <ul style="list-style-type: none"> • Review progress • Identify training and development needs 	
	Ensure employee's line manager outlines the school's performance management system and begins to determine objectives	
First month to 6 months	Arrange additional training for the employee based on the review of the first week	
	Arrange follow-up session between employee and DSL	
	Ensure regular 1-2-1 meetings are held between employee and: <ul style="list-style-type: none"> • Mentor • Line manager 	
	Evaluate the success of the employee's induction programme, and use findings to inform future practice	

Signed _____ Role _____