

Hillside Primary School

Induction Policy



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Induction Policy

Aims

This policy applies to all employees and also, as appropriate, to volunteers, students and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding 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 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 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 NQT 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 assess its effectiveness
- 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 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 Induction Mentor and Key Staff

Appendices

Appendix 1 Induction Programme for Teachers

Appendix 2 Induction Programme for Support Staff/Volunteers

Appendix 3 Induction Checklist for Work Experience Students

Monitoring & review, policy into practice

The Headteacher will deliver the Induction Programme for Teachers/Teaching Assistants and the Deputy Headteacher will deliver it for Volunteers and Students. The Office Manager will induct Admin Staff and the Senior Midday Supervisor will induct MSAs. The Headteacher and Finance & Staffing Governor Committee will regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning.

Designated Governor Committee: Finance & Staffing

Name/Signature of Headteacher: Simon Minter

Date: Mar 2019

Review date: Mar 2021

Appendix 1

Induction Programme for Teachers



Name: _____ Role: _____ Induction Mentor: _____

Checklist	Action by	Date
Welcome to the school and layout of site: <ul style="list-style-type: none"> • Explanation of the Induction Programme • Tour of school and introduction to staff • Security arrangements + key codes 		
The school: <ul style="list-style-type: none"> • Staff structure • Governors • Arrangements e.g tea/coffee, Foody Wednesdays etc. • Resources/facilities • Parents/volunteers in school • ICT Passwords • ID Badge 		
Conditions of employment: <ul style="list-style-type: none"> • Contract of employment, salary, hours, NQT induction, holidays, pay arrangements etc. 		
Procedures: <ul style="list-style-type: none"> • Internal communication/information • Meetings • Absences • School diary • Time off Work Policy 		
Policies: <ul style="list-style-type: none"> • Safeguarding and Child Protection (Incl. Part 1 of Keeping Chn Safe) - SIGN • Guidance for Safer Working Practice 2015 - SIGN • Staff Code of Conduct - SIGN • Whistleblowing – SIGN • Online Safety (+ User Agreement – SIGN) • Induction • Appraisal and Capability • Behaviour • GDPR 		
Health & Safety: <ul style="list-style-type: none"> • Health & Safety Policy • First Aid procedures and facilities • Fire procedures • Accident procedures • Defects reporting procedures • Key personnel 		
Professional Development: <ul style="list-style-type: none"> • Details of Appraisal Review Cycle • CPD opportunities/procedures • Identification of Reviewee’s key training requirements/updates e.g. Safeguarding, PREVENT, First Aid etc. 		
Other information: <ul style="list-style-type: none"> • School Improvement and Development Plan • School Prospectus • Job Description • Email account 		
2 x Lesson Observations: <ul style="list-style-type: none"> • 1 English (DHt) • 1 Maths (HT) 		
My six week induction programme has been successfully completed*		
Signed (Employee): _____		Date: _____
Signed (Induction Mentor): _____		Date: _____

* NQTs & NQT+1s will have a Mentor for a whole year and will be observed at least once every half term.



Name:

Induction Mentor:

Checklist	Action by	Date
Welcome to the school and layout of site: <ul style="list-style-type: none"> • Explanation of the Induction Programme • Tour of school and introduction to staff • Security arrangements + key codes 		
The school: <ul style="list-style-type: none"> • Staff structure • Governors • Arrangements e.g tea/coffee, Foody Wednesdays etc. • Resources/facilities • Parents/volunteers in school • ICT Passwords • ID Badge 		
Conditions of employment: <ul style="list-style-type: none"> • Contract of employment, salary, hours, NQT induction, holidays, pay arrangements etc. 		
Procedures: <ul style="list-style-type: none"> • Internal communication/information • Meetings • Absences • School diary • Time off Work Policy 		
Policies: <ul style="list-style-type: none"> • Safeguarding and Child Protection (Incl. Part 1 of Keeping Chn Safe) - SIGN • Guidance for Safer Working Practice 2015 - SIGN • Staff Code of Conduct - SIGN • Whistleblowing – SIGN • Online Safety (+ User Agreement – SIGN) • Induction • Appraisal and Capability • Behaviour • GDPR 		
Health & Safety: <ul style="list-style-type: none"> • Health & Safety Policy • First Aid procedures and facilities • Fire procedures • Accident procedures • Defects reporting procedures • Key personnel 		
Professional Development: <ul style="list-style-type: none"> • Details of Appraisal Review Cycle • CPD opportunities/procedures • Identification of Reviewee's key training requirements/updates e.g. Safeguarding, PREVENT, First Aid etc. 		
Other information: <ul style="list-style-type: none"> • School Improvement and Development Plan • School Prospectus • Job Description • Email account 		
My six week induction programme has been successfully completed.		
Signed (Employee):	Date:	
Signed (Induction Mentor):	Date:	



Name:

Induction Mentor:

Date of Induction Meeting:

Checklist
<p>Welcome to the school and layout of site:</p> <ul style="list-style-type: none"> • Explanation of the Induction Checklist • Tour of school and introduction to staff
<p>The school:</p> <ul style="list-style-type: none"> • Staff structure • Timings of school day e.g. breaks, lunch, assemblies etc. • Arrangements e.g tea/coffee etc. • Resources/facilities • Visitors Badge/Sticker
<p>Procedures:</p> <ul style="list-style-type: none"> • Internal communication/information • Absence procedures • Dress code • Parental agreement to go off-site at lunchtime • Confidentiality
<p>Policies:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection (Incl. Part 1 of Keeping Chn Safe) - SIGN • Guidance for Safer Working Practice 2015 • Online Safety (+ User Agreement – SIGN) • Staff Code of Conduct - SIGN • Whistleblowing • Induction • Behaviour
<p>Health & Safety:</p> <ul style="list-style-type: none"> • Health & Safety Policy • First Aid procedures and facilities • Fire procedures • Accident procedures • Key personnel