

**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 + Support staff

Appendix 2 Induction Programme for 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 2023

**Review date:** Mar 2025

# Appendix 1

# Induction Programme for Teachers + Support Staff



Name: \_\_\_\_\_ Role: \_\_\_\_\_ Induction Mentor: \_\_\_\_\_

Checklist	Action by	Date
<b>Welcome to the school and layout of site:</b> <ul style="list-style-type: none"> <li>• Explanation of the Induction Programme</li> <li>• Tour of school and introduction to staff</li> <li>• School Prospectus</li> <li>• Security arrangements + key codes</li> </ul>		
<b>Conditions of employment:</b> <ul style="list-style-type: none"> <li>• Contract of employment, Job Description, salary, hours, NQT induction + holidays.</li> </ul>		
<b>The school:</b> <ul style="list-style-type: none"> <li>• Staff structure (including volunteers)</li> <li>• Governors</li> <li>• School Improvement and Development Plan</li> <li>• Arrangements e.g tea/coffee, Foody Wednesdays etc.</li> <li>• Resources/facilities</li> <li>• Email account + ICT Passwords</li> <li>• ID Badge</li> </ul>		
<b>Procedures:</b> <ul style="list-style-type: none"> <li>• Internal communication/information</li> <li>• Meetings</li> <li>• Absences</li> <li>• School diary</li> <li>• Behaviour Policy</li> <li>• GDPR: Data Protection Policy + Data Privacy Notice for Workforce Policy – SIGN</li> <li>• GDPR: Data Protection Online Training Modules Part 1+2</li> <li>• Time off Work Policy</li> <li>• Appraisal and Capability Policies</li> </ul>		
<b>Safeguarding/Health &amp; Safety:</b> <ul style="list-style-type: none"> <li>• Safeguarding &amp; Child Protection Policy (Incl. Part 1 of KCSiE) – SIGN</li> <li>• Guidance for Safer Working Practice 2019 - SIGN</li> <li>• Staff Code of Conduct Policy - SIGN</li> <li>• Whistleblowing Policy - SIGN</li> <li>• Online Safety + Complete Acceptable Use Agreement</li> <li>• Health &amp; Safety Policy - SIGN</li> <li>• First Aid procedures and facilities</li> <li>• Fire procedures</li> <li>• Accident procedures</li> <li>• Defects reporting procedures</li> <li>• Key personnel</li> <li>• Safeguarding Induction Risk-Assessment</li> <li>• LA Online Safeguarding Training Module (if appropriate)</li> <li>• Set up CPOMS account</li> </ul>		
<b>Professional development:</b> <ul style="list-style-type: none"> <li>• Details of Appraisal Review Cycle</li> <li>• CPD opportunities/procedures</li> <li>• Identification of Reviewee’s key training requirements/updates e.g. Safeguarding, PREVENT, First Aid etc.</li> </ul>		
<b>Lesson Observations (Teachers):</b> <ul style="list-style-type: none"> <li>• 1 Maths (HT) + 1 English (DHt)</li> </ul>		N/A
<p align="center"><b>My six week induction programme has been successfully completed*</b></p> <p>Signed (Employee): _____ Date: _____            Signed (Induction Mentor): _____ Date: _____</p>		

\* 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
<p><b>Welcome to the school and layout of site:</b></p> <ul style="list-style-type: none"> <li>• Explanation of the Induction Programme</li> <li>• Tour of school and introduction to staff</li> <li>• School Prospectus</li> </ul>		
<p><b>The school:</b></p> <ul style="list-style-type: none"> <li>• Staff structure (including volunteers)</li> <li>• Governors</li> <li>• School Improvement and Development Plan</li> <li>• Formal/Informal Arrangements e.g tea/coffee monies, staffroom use</li> <li>• Resources/facilities</li> </ul>		
<p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• Internal communication/information</li> <li>• Behaviour Policy</li> <li>• GDPR: Data Protection Policy + Data Privacy Notice for Workforce Policy – SIGN</li> <li>• GDPR: Data Protection Online Training Modules Part 1+2</li> </ul>		
<p><b>Safeguarding/Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding &amp; Child Protection Policy (Incl. Part 1 of KCSiE) – SIGN</li> <li>• Guidance for Safer Working Practice 2019 - SIGN</li> <li>• Staff Code of Conduct Policy - SIGN</li> <li>• Whistleblowing Policy - SIGN</li> <li>• Online Safety + Complete Acceptable Use Agreement</li> <li>• Health &amp; Safety Policy - SIGN</li> <li>• First Aid procedures and facilities</li> <li>• Fire procedures</li> <li>• Accident procedures</li> <li>• Defects reporting procedures</li> <li>• Key personnel</li> <li>• Safeguarding Induction Risk-Assessment</li> <li>• LA Online Safeguarding Training Module (if appropriate)</li> </ul>		
<p><b>My six week induction programme has been successfully completed*</b></p>		
<p>Signed (Employee):</p>	<p>Date:</p>	
<p>Signed (Induction Mentor):</p>	<p>Date:</p>	

## Appendix 3

## Induction Checklist for Students



Name:

Induction Mentor:

Date of Induction Meeting:

### Checklist

#### Welcome to the school and layout of site:

- Explanation of the Induction Checklist
- Tour of school and introduction to staff

#### The school:

- Staff structure
- Timings of school day e.g. breaks, lunch, assemblies etc.
- Formal/Informal Arrangements e.g tea/coffee monies, staffroom use
- Resources/facilities
- Visitors Badge/Sticker

#### Procedures:

- Internal communication/information
- Absence procedures
- Dress code
- Parental agreement to go off-site at lunchtime
- Confidentiality

#### Safeguarding/Health & Safety:

- Safeguarding and Child Protection Policy (Incl. Part 1 of KCSiE) – SIGN
- Online Safety Policy (SIGN User Agreement)
- Staff Code of Conduct Policy - SIGN
- Whistleblowing Policy
- Behaviour Policy
- Health & Safety Policy
- First Aid procedures and facilities
- Fire procedures
- Accident procedures
- Key personnel