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 T 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 all staff, volunteers and FE students, although for Trainee Teachers this will be undertaken alongside their Mentors. The Deputy Headteacher will deliver basic Induction to work experience pupils/students. The Headteacher and Finance & Staffing Governor 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 Link Governor: Harry Hamilton
Name/Signature of Headteacher: Simon Minter
Date: Feb 2025
Review date: Feb 2027

Appendix 1 Induction Programme for Teachers + Support Staff

Name: Role: Induction Mentor:

Checklist	Action by	Date
Welcome to the school and layout of site:		
• Explanation of the Induction Programme	SM	
• Tour of school and introduction to staff	N/A	
• School Prospectus	N/A	
• Security arrangements + key codes	SM	
Conditions of employment:		
• Contract of employment, Job Description, salary, hours, NQT induction + holidays.	MW	
The school:		
• Staff structure (including volunteers)	SM	
• Governors	SM	
• School Improvement and Development Plan	SM	
• Arrangements e.g tea/coffee etc.	SM	
• Resources/facilities	SM	
• Email account + ICT Passwords	MW	
• ID Badge	LB	
Procedures:		
• Internal communication/information	SM	
• Meetings	SM	
• Absences	SM	
• School diary	SM	
• GDPR: Data Protection Policy + Data Privacy Notice for Workforce Policy – SIGN	LB	
• GDPR: Data Protection Online Training. An introduction to Data Protection & Stay Safe Online NCSC	LB	
• Time off Work Policy	SM	
• Appraisal and Capability Policies	SM	
Safeguarding/Health & Safety:		
• Safeguarding & Child Protection Policy (Incl. Part 1 of KCSiE) – SIGN	SM	
• Guidance for Safer Working Practice - SIGN	SM	
• Staff Code of Conduct Policy - SIGN	SM	
• Whistleblowing Policy - SIGN	SM	
• Online Safety + Complete Acceptable Use Agreement – SIGN	SM	
• Health & Safety Policy – SIGN	SM	
• Behaviour Policy – SIGN	SM	
• Location of Asbestos	SM	
• First Aid procedures and facilities (including Care Plans)	SM	
• Fire procedures	SM	
• Accident procedures	SM	
• Defects reporting procedures	SM	
• Key personnel	SM	
• Safeguarding Induction Risk-Assessment	SM	
• Safeguarding Core Training within first 6 weeks (either face-to-face or LA online module)	SM	
• Set up CPOMS account	SM	
Professional development:		
• Details of Appraisal Review Cycle	SM	
• CPD opportunities/procedures	SM	
• Identification of Reviewee's key training requirements/updates	SM	
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.**

Appendix 2 Induction Programme for Volunteers

Name: **Induction Mentor:**

Checklist	Action by	Date
Welcome to the school and layout of site: • Explanation of the Induction Programme • Tour of school and introduction to staff • School Prospectus		
The school: • Staff structure (including volunteers) • Governors • School Improvement and Development Plan • Formal/Informal Arrangements e.g tea/coffee monies, staffroom use • Resources/facilities		
Procedures: • Internal communication/information • GDPR: Data Protection Policy + Data Privacy Notice for Workforce Policy – SIGN • GDPR: Data Protection Online Training Modules Part 1+2		
Safeguarding/Health & Safety: • Safeguarding & Child Protection Policy (Incl. Part 1 of KCSiE) – SIGN • Guidance for Safer Working Practice - SIGN • Staff Code of Conduct Policy - SIGN • Whistleblowing Policy - SIGN • Online Safety + Complete Acceptable Use Agreement – SIGN • Health & Safety Policy – SIGN • Behaviour Policy – SIGN • Location of Asbestos • First Aid procedures • Fire procedures • Accident procedures • Defects reporting procedures • Key personnel • Safeguarding Induction Risk-Assessment • Safeguarding Core Training within first 6 weeks (either face-to-face or LA online module)		
My six week induction programme has been successfully completed*		
Signed (Employee):	Date:	
Signed (Induction Mentor):	Date:	

Appendix 3 Induction Checklist for FE Students

Name: **Induction Mentor:**

Date of Induction Meeting:

Checklist
Welcome to the school and layout of site: • Explanation of the Induction Programme • Tour of school and introduction to staff
The school: • Staffing structure (including volunteers) • School Improvement and Development Plan • Arrangements e.g tea/coffee etc. • Resources/facilities • ID Badge/Sticker
Procedures: • Internal communication/information • Meetings • Absences • School diary • GDPR
Safeguarding/Health & Safety: • Safeguarding & Child Protection Policy • Staff Code of Conduct Policy • Whistleblowing Policy • Online Safety Policy + Complete Acceptable Use Agreement • Health & Safety Policy • Behaviour Policy • Location of Asbestos • First Aid procedures and facilities (including Care Plans) • Fire procedures • Accident procedures • Defects reporting procedures • Key personnel • Safeguarding Induction Risk-Assessment • Safeguarding Core Training within first 6 weeks (either face-to-face or LA online module)
Trainee Teacher Signature: **Date:** (I agree that I have received, will read and will adhere to the Policies stated in the above checklist) **Induction Mentor Signature:** **Date:** (I agree that I have provided the information and policies above)