



Greatworth Primary School

## Staff Induction Policy

Statutory Policy	Yes	
Published on Website	No	
Policy Ownership	Head Teacher	Yes
	Finance & Premises Committee	No
	Quality & Standards Committee	Yes
	Full Governing Board	Yes
Implementation Date	April 2020	
Review Period	Every 2 years	
Planned Review Date	April 2022	

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## **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. 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 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 designated mentor.

## **Management and Organisation of Induction**

### **Responsibility for Induction**

The Headteacher is responsible for the overall management and organisation of induction of new employees supply teachers, and agency staff, volunteers.

The Chair of Governors is responsible for the overall management and organisation of induction of Governors.

**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.
- Ensure that an Induction Programme is provided, delivered and evaluated.

**Appendices**

Appendix 1: induction Programme

Appendix 2: Induction Checklist and meeting records

Appendix 3: Leavers checklist

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## **Appendix 1**

### **Induction Programme**

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- a diary of meetings
- 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 Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management
- formation from the Staff Handbook;
- Relevant information on curriculum, schedules and timetables

### **Teaching Staff including Teaching assistants**

All new staff should be given appropriate induction advice, training and resources by the Headteacher.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in

Education

- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook,
- School Brochure
- Policy documents, including School Improvement/Development plan
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class and set lists,
- Information on whole school and year group resources, including ICT
- Timetables,
- SEN information.

### **Administrative Staff**

All new staff should be given appropriate induction advice, training and resources by the School Business Manager.

This should include

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- 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 the School Business Manager.

This should include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- 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 the Headteacher.

This should include

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

### **Governors**

All new Governors should be given appropriate induction advice, training and resources by the Chair of Governors.

This may include:

- Safeguarding children, child protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Current relevant school information, policy documents and Development Plan for School Improvement data.
- School brochure including staffing, Ofsted and school performance data
- DfE information on the role of governor
- Governing Body Policy documents.
- Dates and times of whole governing body and subcommittee meetings
- Access and information of previous governing body minutes,
- Information and access to governor training courses.

### **Volunteers**

All new volunteers should be given appropriate induction advice, training and resources by the Headteacher or delegated member of staff.

This should include:

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

## Appendix 2

### General Induction Checklist

*(This should be adapted to the requirements of the specific post and post holder)* Name \_\_\_\_\_  
 \_\_\_\_\_ Start Date \_\_\_\_\_ Name of Mentor \_\_\_\_\_

#### Induction Checklist

To help you settle in as quickly as possible you should have the following meetings or discussion with staff. Please keep a record for future reference.

Activity/Meeting/Discussion

Member(s) of staff	Issues for Discussion / Date Completed
Welcome/staff introductions and initial meeting with Headteacher on or before taking up post	HT
Be allocated an Induction tutor /Initial meeting with Induction tutor	HT
Share School Policies: Safeguarding; Behaviour	HT
Read and sign school Safeguarding Checklist Consider further online training in Safeguarding areas	
Be given important diary dates/school calendar, meeting times etc.	HT
Be given staff list/structure	HT
Be given a list of current policies and shown their location on shared drive (school network)	HT
Be given details about registration procedures, timings for the day, playtime and lunchtime routines, protocol when ill etc.	HT
Be given a tour of the building and shown resource areas, noticeboards etc.	Mentor/TA
Be shown photocopier, telephone system etc.	Admin
Be given a copy of the school prospectus, SDP and SEF	HT
Read and be aware of the approaches to teaching in Literacy/ Maths/ other subjects	Meeting with literacy/ Maths and other subject leaders- dates to be arranged Identify training needs
Be given a copy of the Employee Code of Conduct	KSL
Consider immediate training needs and arrange training (e.g. systems)	KSL/ HT/ Admin





<b>Meetings with staff</b>		
Initial meeting with Key Stage Leader	Key Stage Leader	Planning schemes, timetables, behaviour policy, resources and curriculum files.
Special Educational Needs	SENDCo	To discuss pupils in class with special needs, IEP's etc
Assessment recording and reporting	Key Stage Leader	To discuss plans, record keeping, assessment, reports
Homework	Key Stage Leader	Homework diaries, provision
Initial meeting with staff in same key stage	Key Stage Leader	To discuss plans, expectations, setting, standards, groupings.

Record of extra meetings

Meeting content	Who with	When

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Staff Member)

Signed: \_\_\_\_\_ (Key Stage Leader)

**Appendix 3**  
**Leavers Checklist**

To be completed or item to be handed back to school	Signature of member of staff receiving the items	Date
Dates (leaving/returning) in writing		
Communicate diary commitments, dates, appointments		
Return school keys		
Return identification badge		
Return IT equipment (laptop/s, camera, video camera, visualiser etc)		
Ensure planning is saved on Shared drive		
Ensure class records are up to date and handed over		
Deactivate individual log in details/passwords		
Return all school property: books etc (see below for a list of items, but is not intended to be exhaustive)		
Leave future contact details (optional)		

I understand and agree that I will not access any school sites using known passwords.

I understand and agree to respect that information about the school, staff and pupils is confidential.

Signed (staff member): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (line manager): \_\_\_\_\_ Date: \_\_\_\_\_