



KENSWORTH PRIMARY SCHOOL

STAFF INDUCTION POLICY

KPS 035

This Policy exists to cover the following areas

- Induction of staff, governors and volunteers in our school
- Schedule of induction
- Essential policies/procedures to be read

Agreed by	The Full Governing Body
Signed	x <u>ATodd</u>
Date	January 2017
Next Review Date	June 2018



1 Introduction

- 1.1 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.
- 1.2 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.
- 1.3 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
- 1.4 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 or supervisor



1.5 Appendices

Appendix 1	Management and Organisation of Induction
Appendix 2	The Induction Programme
Appendix 3	Induction Checklist



Appendix 1: Management and Organisation of Induction

1. Responsibility for Induction

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

The KS2 phase leader is responsible for the overall management and organisation of induction of volunteers/students.

The Headteacher and Chair of Governors are responsible for the overall management and organisation of induction of Governors

2. 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.



Appendix 2: The 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 (relevant current training checked and online training completed including a dedicated safeguarding course relevant to their position)
- 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 and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- Behaviour management policy
- Relevant information 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 either the Class Teacher, KS Phase Leader or the Headteacher. This should include:

- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- First aid
- Code of Conduct
- National Curriculum documents
- Staff Handbook
- School Brochure
- Policy documents
- 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

Any new staff or replacement staff for the Office 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
- Code of Conduct
- Staff Handbook
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

Cleaning/Caretaking Staff

All new staff should be given appropriate induction advice, training and resources by the Headteacher/Office 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 either the the KS2 Phase Leader/Office 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 Behaviour management

Governors



All new Governors should be given appropriate induction advice, training and resources by the Office Manager, Headteacher and Chair of Governors. 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 School Improvement Plan 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 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/KS2 Phase Leader. This should include:

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



Appendix 3: General Induction Checklist

(This should be adapted to the requirements of the specific post and postholder)

Name

Start Date

Name of Senior Colleague/Mentor

Induction Element	Tick on completion	Notes
Day One		
Meet Induction Co-ordinator		
Introduction to Senior Colleague/Mentor		
Tour work area & introduction to work colleagues and work area		
Location of facilities – toilets etc		
Hours of work - including details of flexi-time arrangements, if applicable		
Arrangements for breaks and lunch		
Telephone System & arrangements for personal calls		
ICT and Resources familiarisation		
Health and Safety aspects relating to individual's work environment		

During First Week		
Planned meetings with key people		
Personal programme and planned introduction to duties of post - agreed with the Induction Co-ordinator		
Meet with Induction Co-ordinator at the end of the first week, review progress and agree training and development needs		
Identify development needs and agree means of meeting		



End of First Month		
Meet with Induction Co-ordinator and review progress. Agree action plan to deal with outstanding items.		
End of Three Months		
<p>Meet with Induction Co-ordinator to determine whether Induction Programme is complete or if there are still outstanding items.</p> <p>Agree an action plan to deal with any outstanding items.</p> <p>If Induction Programme is complete, discuss possible courses of action in relation to future development of the job role</p>		

Policies and Procedures	Tick on Completion	Notes
<p>Health and Safety. This will include: Provision of or reference to the location of the school policy. Information and training in relation to the employee's responsibilities.</p>		
<p>Fire and emergency procedures: This will include: location of school/building Fire Safety Manual Fire Action and other fire notices, location of fire fighting equipment, means of raising the alarm including the position of fire alarm points (i.e., break glass units), fire evacuation procedure and means of escape, fire assembly points, times of fire alarm sounder tests, and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder</p>		



<p>First Aid This will include: location of first aid provisions, location of notices bearing details of qualified First Aiders, means of obtaining first aid assistance, policy on providing first aid for pupils and any other relevant information. Further training may be necessary depending upon the responsibilities of the post holder</p>		
<p>Policy and procedures relating to Safeguarding Children and Child Protection This will include Child protection & Keeping Children Safe in Education</p>		
<p>Policy and procedures relating to Behaviour Management</p>		
<p>Policy and procedures relating to Sickness absence</p>		
<p>Policy and procedures relating to Special Leave of absence</p>		
<p>Policy and procedures relating to Appraisal/Performance Management</p>		



Confidentiality, Integrity and Security (taken from the staff Handbook)

- We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staffroom.
- Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a 'needs to know' basis for all present to hear.
- Staff should avoid being 'drawn' into discussions which relate to school matters or matters regarding an individual child, group of children or their families. If there are any concerns in this matter please refer them to the Headteacher or governors. Details relating to children are confidential and should only be shared with staff, as part of their professional role or with the parents/guardians of the child in question.
- Confidential records including those in hard copy, on a laptop or on a memory stick should be kept in a safe place at all times and should not be left in open places in school at home or left in cars.
- Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis.
- Personal mobile devices are not to be used in School.

Sign:.....

Name:..... Date:.....



Personal Details (for emergency use only and kept on file for the duration of time at Kensworth Primary School)

Full name:	
Date of birth:	
Date of arrival in School:	
Address:	
Contact telephone no(s):	
Doctors Surgery: Name and contact telephone number	
Any medical conditions the school needs to be aware of:	
Emergency contact 1 (next of kin):	
Full name: Relationship: Contact telephone:	
Emergency contact 2	
Full name: Relationship: Contact telephone:	
Any other comments of anything you feel the school should be made aware of:	