



Staff Induction Policy 2023 - 2024

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1. INTRODUCTION

1.1 This policy applies to all employees and also, as appropriate, to volunteer's agency staff and governors who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring. Safeguarding Children/Young people, Prevent 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 ECT 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 students, 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/CPD meetings
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or professional tutor

1.5 Appendices

Appendix 1 Induction Checklist

Appendix 2 Supply Teachers' Guide

2. MANAGEMENT AND ORGANISATION OF INDUCTION

1. Responsibility for Induction
 - The Business Leader: HR, Site & Operations is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff, along with the overall management and organisation of induction of volunteers
 - The Executive Principal, along with the Governor responsible for training and development is 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.

3. THE INDUCTION PROGRAMME

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:

- Child Protection and Health and Safety
- a checklist of the policies and procedures to be understood
- details of help and support available
- details of other relevant individuals with responsibility for induction e.g., the designated mentor or line manager

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 are given a booklet. This includes:

- Safeguarding information
- Health and safety
- Fire and emergency procedures
- Behaviour management information
- Schedules and timetables

If supply teachers are engaged on a long-term basis they will be treated as an employed staff and issued with more in-depth training and information which will include relevant information on curriculum and students.

Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources lead by the Executive Principal and assisted by the relevant key staff within the school. This should include:

- Welcome Pack/Induction Booklet
- Safeguarding children and children protection policies (Part 1 of Keeping Children Safe in Education, Safer Working Practice, PREVENT duty, Safeguarding policy, what to do if you are worried that a child is being abused)
- Code of Conduct
- GDPR declaration
- Health and safety policy which includes Fire and emergency procedures
- Policy documents, including School Improvement Plan
- Year group schemes of work - to be provided by the Curriculum Leader
- Assessment advice, recording, reporting, resources and procedures
- Class lists - to be provided by the Curriculum Leader
- Information on whole school and year group resources, including ICT
- Timetables

Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the Business Leader: HR, Site & Operations. This should include:

- Welcome Pack/Induction Booklet
- Safeguarding children and children protection policies (Part 1 of Keeping Children Safe in Education, Safer Working Practice, PREVENT duty, Safeguarding policy, what to do if you are worried that a child is being abused)
- Code of Conduct
- GDPR declaration
- Health and safety policy which includes Fire and emergency procedures
- School administrative systems and procedures
- Specific job-related training such as finance, for recruitment selection administration etc.

Cleaning Staff and Site Supervisors

All new staff should be given appropriate induction advice, training and resources by the Senior Site Agent. This should include:

- Welcome Pack/Induction Booklet
- Safeguarding children and children protection policies (Part 1 of Keeping Children Safe in Education, Safer Working Practice, PREVENT duty, Safeguarding policy, what to do if you are worried that a child is being abused)
- Code of Conduct
- GDPR declaration
- Health and safety policy which includes Fire and emergency procedures
- Specific job-related training such as manual handling, use of ladders or COSHH

Midday and Cover Supervisors

All new staff should be given appropriate induction advice, training, and resources by the Vice Principal, assisted by the Business Leader - HR, Site & Operations. This should include:

- Welcome Pack/induction booklet
- Safeguarding children and children protection policies (Part 1 of Keeping Children Safe in Education, Safer Working Practice, PREVENT duty, Safeguarding policy, what to do if you are worried that a child is being abused)
- Code of Conduct
- GDPR declaration
- Health and safety policy which includes Fire and emergency procedures
- Specific job-related training such as behaviour management

Governors

All new Governors should be given appropriate induction advice, training, and resources by the Clerk to Governors/Executive Principal/Governor responsibility for training and development. This may include:

- Induction Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- 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
- 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 Business Leader: HR, Site & Operations. This should include:

- Welcome Pack/Induction Booklet
- Safeguarding children and children protection policies (Part 1 of Keeping Children Safe in Education, Safer Working Practice, PREVENT duty, Safeguarding policy, what to do if you are worried that a child is being abused)
- Code of Conduct
- GDPR declaration
- Health and safety policy which includes Fire and emergency procedures

ECT induction

All new ECTs follow the standard Teacher induction mentioned above. In addition to this we have an Induction Leader who is responsible for the ECT Induction.

The programme supports the ECT and provides them with the necessary training to ensure that they can demonstrate that their performance against the Teachers' Standards is satisfactory by the end of the period. Induction should provide a foundation for ECTs and equip them with the tools to be an effective and successful teacher.

Sandy Secondary School is working with Redborne Teaching School Alliance and the Educational Development Trust to deliver the Early Career Framework. Our appropriate body is Central Bedfordshire Council.

Smartlog® Training

The school subscribe to Smartlog® which is a cloud-based online fire and health & safety compliance management software provided by Safesmart – a health & safety consultancy and fire risk assessment company. Smartlog® is designed for organisations across all industries and sectors with the singular purpose of keeping them compliant with health & safety law.

Whilst some training courses are set as default across all staff. The distribution of training courses is tailored to specific individuals job roles as below:

Course name Assigned by default	Completed by
Asbestos Awareness <input checked="" type="radio"/> No <input type="radio"/> Yes	Site staff & Site Management
Basic GDPR <input checked="" type="radio"/> No <input type="radio"/> Yes	IT Users
COSHH Awareness <input checked="" type="radio"/> No <input type="radio"/> Yes	Site Staff & Management
COVID-19 (Educational Settings) <input type="radio"/> No <input checked="" type="radio"/> Yes	
Cyber Security <input checked="" type="radio"/> No <input type="radio"/> Yes	IT Staff
DSE Users <input checked="" type="radio"/> No <input type="radio"/> Yes	IT Users
E - Safety <input checked="" type="radio"/> No <input type="radio"/> Yes	IT Users
Equality and Diversity Awareness <input type="radio"/> No <input checked="" type="radio"/> Yes	
External Conflict Management <input checked="" type="radio"/> No <input type="radio"/> Yes	SLT
Fire Awareness <input type="radio"/> No <input checked="" type="radio"/> Yes	
Fire Warden <input checked="" type="radio"/> No <input type="radio"/> Yes	Fire Wardens
Food Hygiene <input checked="" type="radio"/> No <input type="radio"/> Yes	DT Food Staff
GDPR Awareness <input checked="" type="radio"/> No <input type="radio"/> Yes	Data Controllers
GDPR for Education <input checked="" type="radio"/> No <input type="radio"/> Yes	IT Users
Generic Infection Control <input checked="" type="radio"/> No <input type="radio"/> Yes	Site Staff & Management
Guide to completing a risk assessment <input checked="" type="radio"/> No <input type="radio"/> Yes	SLT, Curriculum & Site Managers
Health and Safety at Work <input type="radio"/> No <input checked="" type="radio"/> Yes	
Internal Conflict Management <input checked="" type="radio"/> No <input type="radio"/> Yes	SLT
Legionella Awareness <input checked="" type="radio"/> No <input type="radio"/> Yes	Site Agents & Management

Managing Safety	Site Agents & Management
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Manual Handling	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
NCSC Cyber Security Training for School Staff	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Safe home working practice for schools	IT Users
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Safeguarding & Prevent	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
School Environmental Awareness	Site Managers
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Slips, Trips & Falls in Education	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
Working at Height Awareness	Site/IT/Drama & PE Staff
<input checked="" type="radio"/> No <input type="radio"/> Yes	

4. EVALUATION AND FEEDBACK

This information has been written to help new members of staff settle into school as quickly and comfortably as possible. We hope you have found it useful, accessible, and informative.

We believe it contains the majority of basic day to day information you will need whilst giving an overview of procedures and routines to be followed in the school. There may be some things that we have missed out.

It would be useful to have your input and response to this information. Therefore, as you use it, please note below any comments or omissions which would enable us to improve the quality of this important information.

What seems to be working well?
What could be improved?
Do you have any specific recommendations for improvement?

APPENDIX 1

Induction Checklist

Please ensure that you complete all aspects of your induction and complete the form below. This should be returned to Claire Jones by the end of September 2022.

Name:		
Department (s):		
Line Manager:		NQT Induction Tutor: (If applicable):
Reprographics Code:		Telephone Extension:
Buddy:		House:
1.	Welcome to the school:	✓
a.	Outline of school, size and history	
b.	School aims and objectives	
c.	Staff handbook & Induction handbook	
2.	Documentation:	✓
a.	Outstanding documents	
b.	DBS Disclosures	
c.	Qualification Certificates	
d.	Postal/Pigeonhole arrangements	
3.	Salary:	✓
a.	Explanation for methods and frequency of payment	
b.	Explanation of salary slips	
c.	Travelling and subsistence expenses	
4.	Sickness:	✓
a.	Procedure to be adopted if absent through accident or sickness	
b.	Medical certificates, system of payment whilst absent, qualifying period, duration of sickness payment	
5.	Hours of work:	✓
a.	School terms and school day	
b.	Absenteeism and punctuality	
c.	Good timekeeping	
d.	Catering arrangements	
6.	Tour of premises:	✓
a.	Descriptions of department functions	
b.	Parking facilities	
c.	Eating facilities	
d.	Noticeboards	
e.	Introduction to Governors	
7.	Fire precautions:	✓
a.	Procedure in the event of fire alarm	
b.	Use of fire-fighting appliances	
8.	Safety:	✓
a.	Identification of any specific hazard(s) in department	
b.	Issue of personal protective equipment (PPE)	
c.	Procedure in the event of an accident	
d.	Isolation/immobilisation procedure for machinery and equipment	
e.	Location of first aid boxes and first aiders	

f.	School health & safety policy	
g.	Smoking policy	
h.	Security	
i.	Location of toilets, fire points and emergency exits	
9.	Safeguarding and Safer Recruitment	✓
a	Child protection policy	
b	Code of professional conduct (to include guidance on appropriate professional relationships with children and young people)	
c	Safeguarding policy	
d	Procedure for reporting concerns	
e	Safer Working Practice Policy	
f	Attendance and registration system	
10.	Department:	✓
a.	Introduction to immediate supervisor	
b.	Location of stores, fire points, normal and emergency exits	
c.	Introduction to immediate colleagues	
d.	Outline of management structure in school and department	
e.	Education and training facilities	
11.	The job and its responsibilities:	✓
a.	The job and its responsibilities	
b.	Relevant procedures/work instructions	
c.	Staff development and its objectives	
d.	School policy on staff development, performance management and career opportunities	
12.	Inspection procedures:	✓
a.	The need for checking the quality of one's work each day	
b.	Clearing and checking teaching areas are tidy at the end of each day (particularly shared areas)	
13.	Data & Assessment	✓
a.	Data requirements	
b.	Deadlines	
14.	Issues:	✓
a.	Keys	
b.	ID Badge	
c.	Network log-in, email and SIMS (and passwords)	
d.	Other items (specify)	
e.	Laptop (if required for job role)	
15.	Once you've settled in:	✓
a.	Teaching and learning	
b.	Monitoring and evaluation	
16.	Early Career Framework	✓
All the above points have been explained/issued to me:		
Signed (employee):		Date:
Signed (Head of Department):		Date:

Induction Element	Tick on Completion
During First Week <ul style="list-style-type: none"> • Planned meetings with key people • Personal programme and planned introduction to duties of post - agreed with Line Manager • Meet with Line Manager 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 <ul style="list-style-type: none"> • Meet with Line Manager and review progress • Agree action plan to deal with outstanding items 	
End of Three Months <ul style="list-style-type: none"> • Meet with Line Manager to determine whether Induction Programme is complete or if there are still outstanding items. • Agree an action plan to deal with any outstanding items 	
Notes:	