BRIDGE & PATRIXBOURNE CEP SCHOOL

INDUCTION
POLICY & PROCEDURE

Bridge & Patrixbourne Church of England Primary School is a welcoming and nurturing community which promotes: *creativity* (developing our gifts); *excellence* (being the best we can be) and *resilience* (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.

John 15:5

Key Personnel

Headteacher: James Tibbles
Chair of Finance & Personnel: Graham Duplock

Key Dates

Ratified by F&P: February 2021
Date of next review: February 2024

Policy Statement

Induction is essential in ensuring that new employees and volunteers are properly equipped for work, their role in the life of the school and feeling part of the school community.

Bridge & Patrixbourne CEP School will put in place an induction programme for all staff and volunteers joining the school. This will vary taking into account previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of the school.

The individual induction programme should cover the training required by the new starter to carry out their role and to maintain safe working practices; this may include:

- Health and safety training
- Manual handling
- Child protection/safeguarding training
- Code of conduct
- Behaviour policies and how to report concerns
- Part 1 of Keeping Children Safe in Education
- Childcare Disqualification requirements
- Prevent
- GDPR

An effective induction helps the new starter to understand their role and how they fit into the school/department, become fully effective in their role in the shortest possible time and establish effective working relationships leading to improved performance and effectiveness.

A checklist of basic information should be given to all new starters together with details of where they can access all school policies and procedures, who is available to support them in their new role, the expectations of the school and how to raise issues and concerns between reviews.

Probation review dates or induction review dates should be included in the initial induction plan to ensure that line managers and staff have clear expectations of when they will meet. These meetings are an opportunity for:

- progress to be recognised and praised;
- the line manager to make the new starter aware of any concerns or gaps between performance and expectation;
- the employee to ask questions or raise concerns that they may have;
- training and development to be reviewed.

Appendix One - Induction Checklist & Plan

Employee name:	
Job Title:	
Department:	
Post Start Date:	
Line Manager:	
Date Induction Completed:	
Employee Signature:	

	Staff Responsible	Date Completed
Pre-Employment		
Pre-Employment Checks Completed	Clare Readman (SBM)	
Joining Instructions Provided	Clare Readman (SBM)	
Paperwork Submitted to Payroll / HR Provider	Clare Readman (SBM)	
Work area prepared	Jacqui (Admin/Personnel)	
Swipe card / access set up	Rob Moon (Site Manager)	
IT access set up	Martin Page (IT Technician)	
Introduction to School		
Meeting with headteacher / line manager	James T (Headteacher)	
Identify Support/mentor	James T (Headteacher)	
School's culture / ethos explained	James T (Headteacher)	
Introductions • Key personnel – Dept leads, SBM – contact for HR/Payroll queries • Immediate colleagues • Wider school colleagues (e.g. governors)	Jacqui H (Admin/Personnel)	
Site orientation & access	Rob Moon (Site Manager)	
Facilities for staff	Rob Moon (Site Manager)	
IT / Telephone system induction	Jacqui (Admin/Personnel)	
Data Protection policies/GDPR	Jacqui (Admin/Personnel)	

Terms & Conditions of Employment		
Staff handbook / Code of Conduct issued	Jacqui (Admin/Personnel)	
Payroll, pension & expenses arrangements	Clare Readman (SBM)	
Absence / sickness procedures	Jacqui (Admin/Personnel)	
Working time / breaks / flex	Jacqui (Admin/Personnel)	
Annual leave	Jacqui (Admin/Personnel)	
Performance management system explained	Clare Readman (SBM)	
Disciplinary Policy	Jacqui (Admin/Personnel)	
Grievance Policy	Jacqui (Admin/Personnel)	
Managing Allegations Against Staff Policy	Jacqui (Admin/Personnel)	
Probationary Period	Clare Readman (SBM)	
E Safety / Social Media Policy	Jacqui (Admin/Personnel)	
Dress Code	Jacqui (Admin/Personnel)	
Safeguarding		
School's Safeguarding Policy	James Tibbles (DSL)	
Update training	James Tibbles (DSL)	
Keeping Children Safe in Education	James Tibbles (DSL)	
Prevent Training	James Tibbles (DSL)	
CPOMS	James Tibbles (DSL)	
Health & Safety		
Health & Safety Policy	Rob Moon (Site Manager)	
Emergency Exits / Evacuation Procedures	Rob Moon (Site Manager)	
First Aid Facilities	Rob Moon (Site Manager)	
Accident Reporting	Rob Moon (Site Manager)	
Protective Equipment	Rob Moon (Site Manager)	
Specific Hazards	Rob Moon (Site Manager)	
Smoking Policy	Rob Moon (Site Manager)	