

# Downs Infant School Induction Policy



<b>Agreed by:</b> Governing Body	<b>Date:</b> 12/10/21
<b>Next Review:</b> Autumn 2024 Or as required to reflect changes in circumstances/legislation	

## **Purpose of this Policy**

Our aim is that every new member of Downs Infant School will be made to feel welcome and given assistance to enable them to become aware of our aims, policies and organisation. We will meet this aim by induction programmes appropriate to the position.

## **New Member of Teaching Staff**

- Before interview, applicants have had a broad, but clear, job description.
- Before beginning in post, new members of staff are encouraged to revisit the school and, if possible, their future class. If they wish access to their classroom in the holiday prior to taking up post, every attempt is made to give them this opportunity.
- Before they take up the post, their year leader will go through our staff handbook and induction process with them. In the case of new members of the leadership team, another member of SMT will take this role.
- The year leader or team leader, or in the case of a member of the leadership team, another member of the SMT, will meet in the first week to review the induction checklist.
- All new teachers, other than NQTs, will have a designated member of staff as a buddy.
- In the case of Early Career Teachers, the ECT Policy will be followed.

All new teachers will be offered a 1:1 with a member of the leadership team after 6 weeks to review induction and progress so far. This will be in addition to appraisal. In the case of a new member of the leadership team, this will be with a representative of the governing body.

## **Supply Staff**

- A copy of the school handbook is available in the staff room, and on the website.
- A supply folder is available in the office.
- The behaviour policy is on the website and in the staffroom.
- All supply staff must sign in at the office and wear a supply teacher badge while on site. The office staff will explain the layout of the school including toilets and staffroom, and take them to where they will be teaching.
- All new supply staff must supply photo ID and their DBS certificate on their first placement at Downs Infant School. These will be copied by a member of office staff.
- When supply is used for a planned absence, the class teacher leaves a detailed daily plan, and ensures that the school routine sheet is at the front of the handbook. Timetable on desk/plans to be available as soon as possible if not first day.
- The member of staff in the nearest teaching base to that of the supply teacher is available for advice and/or assistance if required.

## **Parent/Child**

- All prospective new pupils and their parents are offered a tour of the school. For parents applying for a Reception place, this will be a group tour in November, and must be booked with the school office after October half term. For children transferring from other schools, this can be on an individual basis. During these tours they will be introduced to key school staff including the headteacher and SENCo.
- Parents and carers of pupils with SEND are encouraged to contact the SENCo at the earliest opportunity if they are considering our school, so that we can ensure appropriate support is in place.

## **Governors**

The induction programme for governors is contained in the Governor's pack.

## **Pupils**

- Children will usually be admitted into school for the first time in September, in the school year in which they are five. Parents/carers of children who are born in the Summer Term (April-August) and who wish the local authority to consider admitting them 'out of year' should first discuss this with their nursery setting and then with the headteacher.
- Our aim is to make every child's start at Downs Infant School as happy and relaxed as possible so that they are set up for a positive experience of learning which will last their whole life.
- Children will be invited to participate in transition activities, either in person, or virtually. These may include video story-times, challenges on Tapestry, or invitations to school events in the Summer term prior to starting school.
- Children will start school with short play dates, and then gradually extend the time spent in the classroom in small groups. This enables the class teacher to get to know all children individually. This transition into school lasts about a fortnight during September.
- Parents and carers will have the opportunity for a formal parent consultation around October half term when they will receive information about their child's progress. Regular updates on Tapestry will help them know what is happening on a day to day basis, and help them talk to their children about their day.
- Children transferring from other schools will usually join Downs Infant School at the beginning of a half term, and be carefully integrated into the appropriate year group. They will be offered a tour of the school with their parent/carer and meet their teacher, and the headteacher.
- They will be given some buddies in their class to help them adjust to their new surroundings and school routines.

## INDUCTION CHECKLIST FOR NEW STAFF

Name: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

*Please give a copy of completed form to Ann Mitchell for filing*

<b>Tasks – What you should have been shown/ told about</b>	<b>Where is it? Who can tell you?</b>	<b>Target date</b>	<b>Tick when this has been achieved?</b>
Mission statement – ethos of school	Website, staff handbook (red folder), headteacher	1 month	
Child Protection Policy & procedures	Website, red folder, Jon Hughes, DSL	1 week	
Read Keeping Children Safe in Education Part 1 and sign declaration in office	Office, Jon Hughes, DSL	1 week	
Set up on CPOMS	Ann Mitchell	1 week	
Set up e-mail address	Ann Mitchell	1 week	
Health & Safety Policy – procedures & First Aiders	Red folder, staff shared drive ('policies'), Website	1 month	
Behaviour Policy	Website, staff shared drive ('policies')	1 month	
Fire drills and procedures	Next to door of classroom	1 week	
Keeping fire doors & exits clear	Premises Assistant (Chelsea Hamilton)	1 week	
Ensuring doors are locked	Ann Mitchell	1 week	
Signing in and signing out procedure/security codes/keys	Ann Mitchell	1 week	

Confidentiality	Staff handbook (red folder), Ann Mitchell on behalf of DPO (data protection officer)	1 week	
Allocation of Buddy	Year group or Team leader	1 week	
Job description – terms & conditions of role/ Line Manager	Ann Mitchell/Hildi Mitchell	1 month	
Location of medical room and first aid procedures	Ann Mitchell	1 week	
Introduction to colleagues, roles & responsibilities	Year group or Team leader	1 day	
Tour of school premises	Year group or Team leader	1 day	
Where to store personal belongings	Year group or Team leader	1 day	
Location of toilets – pupils' & staff	Year group or Team leader	1 day	
Duties/rotas	Year group or Team leader	1 week	
Staff meetings & briefings	Year group or Team leader	1 week	
Use of phones/mobile phones	Jon Hughes DSL (Designated safeguarding lead)	1 day	
Absence reporting procedures	Ann Mitchell	1 day	
Union Representation	Information in staff room/Hildi Mitchell is rep for NAHT/TBC is rep for NEU TBC Rep for Unison	1 term	
ICT/photocopier/ ipads	Ann Mitchell	1 month	
Staff handbook	In red folder, staff shared, website	1 week	
Access to all school policies	Via staff shared/policies, website, red folder	1 week	

Ordering of lunch (chargeable)	Ann Mitchell	1 month	
Assemblies	Overview on staff shared/assemblies	1 week	
School Code of Conduct	Staff shared/website	1 week	
Accident forms	In red folder – advice from Ann Mitchell	1 month	
Process for support, CPD and Performance Management	Hildi Mitchell	1 term	
School Improvement plan	Hildi Mitchell, school website	1 month	
Overtime claims/expenses	Ann Mitchell	1 month	
Ordering stock	Team leader/Ann Mitchell	1 term	
Behaviour Incident forms	Red folder	1 month	
School newsletter	School website	1 month	
Data Protection Training	<a href="https://kb.dataprotection.education/index.php/courses">https://kb.dataprotection.education/index.php/courses</a>	1 term	