Grove Vale Primary School

Induction Policy

Approved by:		Date: January 2025
Last reviewed on:	**March 2022**	
Next review due by:	**January 2027**	

Written by: M Bunch/A Richards

This policy applies to all employees and as appropriate, to volunteers, college/university students, supply staff and governors who will all receive a tailored induction programme, which will include appropriate information, training, observation, and mentoring as appropriate.

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, college/university students, supply staff and governors become familiar with the requirements of their position and learn about the school culture, ethos, priorities, aims 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 (Early Careers Teachers) Induction requirements and probationary periods for support staff, as appropriate (see ECT policy).

Induction is an organic on-going and evolving process that realistically takes weeks and months. The ethos of the school is that learning is a shared responsibility and there is an expectation that new members joining the school will be proactive in asking for information and help – however big or small.

The induction process should:

- Provide information and training on the school's policies and procedures, including subject expectations (where appropriate)
- Provide Safeguarding and Child Protection information – including outlining responsibilities, training on the CPOM's system
- 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 to staff, volunteers, college/university students, supply staff 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 may include:

A meeting with the head teacher, senior member of staff, business manager or line manager to discuss different aspects of the school/job including:

- General Information
  - Introduction to manager/colleagues
  - Location of work/department
- HR
  - Employee details for personnel
  - Contract & Job description
  - Bank details
- Reward
  - Basic pay, overtime rates etc…
  - When paid
  - Pension schemes/info
- Hours of work
  - Normal hours, lunch break,
  - Refreshment facilities
  - Timekeeping, signing in
  - 48hr directive
- Holidays
  - Arrangements/qualification
  - Current commitments
  - Pay entitlements
- Attendance
  - Absence notification procedure
  - Sick pay entitlements
  - Leave of absence procedure
- Rules and discipline
  - Code of conduct
  - Notice periods
  - Disciplinary grievance and appeals
  - Probation Period
- Health and safety
  - H&S Policy and Statement
  - Fire procedures/drills/escape routes
  - First aid and accident reporting
  - Good housekeeping and tidiness
  - Security arrangements
  - use/availability of PPE (personal protective equipment)
  - H&S Risks and protective, preventative measures
  - Reporting of health hazards

- o Safety officer representatives
- o Risk assessments
- o H&S Training
- Role and Organisation
  - o Parking arrangements
  - o Use of school telephone
  - o School structure
  - o Performance appraisal, training, promotion
  - o Union membership/recognition
- Safeguarding
  - o Introduction to DSL
  - o Procedures for reporting concerns CPOMS
  - o Safeguarding training
- Tour of school
  - o Location of toilets and washing facilities, cloakrooms, exits and entrances, emergency and fire exits, fire alarm points and extinguishers, first aid points, staff room, hazards, notice boards and any areas to which the employee will need to go in the course of his/her job. Introduce staff in other departments with whom the employee will have personal or telephone contact with.

Signposting to the list of essential policies on the website and signing that these have been read:
- First aid policy
- H&S Policy
- Staff Code of Conduct
- Risk assessments
- Safeguarding and Child Protection Policy
- Safeguarding Documents
- Prevent Policy

Receiving copies of essential documents and/or training relating to role, e.g. subject expectations, marking and feedback policy, behaviour policy, Insight (assessment tracker), SharePoint, and CPOMS.

- Explanation of help and support available
- Details of work shadowing and assigning of a buddy if appropriate
- Details of other relevant individuals with responsibility for induction e.g. the business manager and IT technician to offer logins etc., the designated mentor or supervisor, training for assessment and data entry.