



Staff Induction and Development Policy

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Last review date	April 2020
Next Review date	April 2023
Review Cycle	3 Years
Statutory Policy	No

Staff Induction & Development Policy

Each new member of staff at The Small Schools Multi Academy Trust receives access to all of the Trust's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Trust's policies and procedures with them. The new staff member will sign the **Induction Forms** to confirm that they have received their induction, and read and understood the Trust's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers.
- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school and identification of any known hazards.
- Thorough briefing about the Trust's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Thorough briefing about the Trust's data protection, and health and safety policies and procedures
- Location of Trust records and documentation, storage, toilets etc.
- Overview of all aspects of the day-to-day management and running of the relevant area of work
- Explanation of the Trust's obligation to comply with the Early Years Foundation Stage (EYFS).
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

Coronavirus (Covid-19)

For staff who are appointed during the coronavirus pandemic, our normal selection process was adjusted to comply with the social distancing advice issued by the government. This meant that some elements of skill such as teaching practice, were not able to be assessed as part of the process. Therefore, this will be assessed during the period of induction with the organisation. If during that assessment, any concerns are raised, they will be discussed and appropriate support will be provided during the induction to ensure that organisational standards are met. Ongoing performance of newly recruited staff will be managed in accordance with the organisation's policies and procedures relating to performance.

Development and training

To ensure that staff development needs are being met, and that staff training and qualifications are meeting all statutory requirements, the requirements of the Trust and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan.

Appraisals and reviews

The line manager will hold an annual appraisal meeting with individual staff. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

The line manager will hold quarterly reviews with staff to monitor their professional development and their progress with regards to the targets set, and issues raised, during their annual appraisals.

Training

The line manager will identify and promote suitable training courses for staff so that they can expand their professional development and keep their knowledge of safeguarding, data protection, childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by their line manager.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held weekly.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Qualifications, training, support and skills [3.20 - 3.22]*
Keeping Children Safe in Education 2019.