

LONDON BOROUGH OF HAVERING



ST. URSULA'S CATHOLIC PRIMARY

STAFF INDUCTION POLICY

"With God at the heart of our St Ursula's family, we welcome all as we learn and grow together"

Autumn 2024

STAFF INDUCTION

Our aim is that every new member of staff, new parent and new child 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.

1. NEW MEMBER OF TEACHING STAFF

1. Before interview, applicants have had a broad, but clear, job description. Applicants must know what they are applying for prior to interview.
2. 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.
3. Before they take up the post, their phase leader will go through our staff handbook and induction process with them
4. Before they take up post a set programme of curriculum and organisational briefings will have been agreed with all existing staff over half term (see appendix A).
5. The first meeting the with the Headteacher takes place early in the first half term, to establish:-
 - a. success of induction so far;
 - b. any specific duties;
 - c. possible professional development opportunities.
6. All new teachers, other than NQTs, will have a designated member of staff as a mentor.
7. In the case of Newly Qualified Teachers, an agreement is taken with Coventry NQT Induction to offer additional training and support, and an in-school mentor is appointed.

2. SUPPLY STAFF

1. A copy of the school handbook is available in the staff room.
2. 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.
3. The member of staff in the nearest teaching base to that of the supply teacher is available for advice and/or assistance if required.

3. GOVERNORS

1. The induction programme for governors is contained in the Governor's Induction Policy.

Appendix A

INITIAL INDUCTION CHECKLIST

EVERYDAY ROUTINES & EXPECTATIONS			
	Conducted by	Date	Comments
Checking in and out			
Planning documentation			
Class lists			
Timetables			
Coffee/tea arrangements			
Playground expectations			
Lunchtimes			
Hours of working & Absence procedure			
Standards of work			
Displays			

Name.....

Date.....

TOUR OF SITE			
	Conducted by	Date	Comments
Layout of school			
Introduction to staff			
Entrances/Exits			
Car park			
Resource and stock areas			

SCHOOL POLICIES & PROCEDURES			
	Conducted by	Date	Comments
Behaviour Policy			
Child Protection & Safeguarding Policy			
Curriculum/Teaching & Learning Policy			
Educational Visits			
E-Safety & Acceptable Use Policy			
Feedback & Presentation Policy			
Inclusion Policy			
Professional Code of Conduct Policy			
September Safeguarding/H&S Training			
Staff Handbook			
Supporting Pupils with Medical Needs			

SAFEGUARDING AND HEALTH & SAFETY			
	Conducted by	Date	Comments
GDPR	SBM		
Accident/Near misses	SBM		
EYFS Intimate Care Policy	AHT/Phase		
Fire drills	SBM		
First Aid procedures	SBM		
Health & safety Policy	SBM		
Prevent Extremism & Radicalisation	AHT/Phase		
Risk Assessments	SBM		



Signed: _____

Head teacher/



Signed: _____

Governing Body

11th December 2024