



Tany's Dell Community Primary School and Nursery

Induction Policy

Introduction

This policy applies to all employees, volunteers, agency staff and governors who will all receive a tailored induction programme which includes appropriate information, mentoring and training as appropriate. **Safeguarding Children will feature prominently in every induction programme.**

The first weeks and months are vital to the success of any appointment. 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 contribution to the school. The Induction Programme is designed to help newcomers 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 with statutory requirements, such as NQT Induction requirements and probationary periods for support staff, as appropriate.

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 TEAM 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
- Provide Child Protection and Safeguarding information – which also includes outlining responsibilities
- 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 staff, volunteers and governors new to the school understand what is expected of them and gain support to achieve those expectations
- Identify and address any specific training needs

The induction programme includes:

- A meeting with the headteacher or senior leader
- Signposting to the list of essential policies – signing that these have been read
- Receiving copies of essential documents relating to role
- 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



Responsibility for Induction

The clerk to the Governing Body and the Chair of Governors are responsible for the overall management and organisation of induction of Governors.

The Headteacher is responsible for the overall management and organisation of induction of new teachers.

The SENCO is responsible for the overall management and organisation of induction of new learning support assistants.

The School Business Manager is responsible for the overall management and induction of new admin staff, supply teachers and agency staff as well as of organisation of induction of volunteers.

The Deputy Headteacher is responsible for the overall management and organisation of induction of new Midday Supervisors.

The Catering Manager is responsible for the overall management and organisation of induction of new catering assistants.

The Site Manager is responsible for the overall management and organisation of induction of all new premises staff.

The person responsible for induction should:

1. Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
2. Ensure that immediate needs are identified before taking up the position where possible
3. Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice
4. Introduce key personnel and assigning a Buddy
5. Ensure that an Induction Programme is provided, delivered and evaluated.

<u>Teachers</u>	<u>Learning Support Assistants (LSAs)</u>
<p>All new teachers will be given appropriate induction advice, training and resources by their line manager and others. This includes access to...</p> <ul style="list-style-type: none">• Safeguarding guidance and Child Protection Policy• Teachers Induction Booklet• Health and safety information• Fire and emergency procedures• First aid procedures• Code of Conduct• Staff Handbook• Curriculum documents• School Website• Policy documents• Assessment advice, recording, reporting, resources and procedures,• Class and groups lists• School's Key Priorities• Information on whole school and year group data, including SEN and "Disadvantaged"• Timetables	<p>All new LSAs will be given appropriate induction advice, training and resources by their line manager and others. This includes access to...</p> <ul style="list-style-type: none">• Safeguarding guidance and Child Protection Policy• LSA Induction Booklet• Health and safety information• Fire and emergency procedures• First aid procedures• Code of Conduct• Staff Handbook• Guidance on the role of an LSA• School Website• Policy documents• Class and groups lists• School's Key Priorities• Information on class data• Timetables

<p><u>Administrative Staff</u></p> <p>All new staff should be given appropriate induction advice, training and resources by their line manager and others. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Non-Teaching Support Staff Induction Booklet • Health and safety information • Fire and emergency procedures • First aid procedures • Code of Conduct • Staff Handbook • School administrative systems and procedures • Specific job related training 	<p><u>Premises and Catering Staff</u></p> <p>All new staff should be given appropriate induction advice, training and resources by their line manager. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Non-Teaching Support Staff Induction Booklet • Health and safety information • Fire and emergency procedures • First aid procedures • Code of Conduct • Staff Handbook • Specific job related training
<p><u>Midday and Midday Cover supervisors</u></p> <p>All new staff should be given appropriate induction advice, training and resources by their line manager. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Non-Teaching Support Staff Induction Booklet • Health and safety information • Fire and emergency procedures • First aid procedures • Code of Conduct • Staff Handbook • Specific job related training such as Behaviour management, etc... 	<p><u>Supply Teachers and Agency Staff</u></p> <p>All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the School Business Manager. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Day-to-day systems and procedures (Guidance for supply teachers) • Health and safety information • Fire and emergency procedures • First aid procedures • Code of Conduct (If long term) • Behaviour management policy • Relevant information from the Staff Handbook; • Relevant information on curriculum, schedules and timetables
<p><u>Governors</u></p> <p>All new Governors should be given appropriate induction advice, training and resources. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Governors' induction Policy • Health and safety information • Fire and emergency procedures • First aid procedures • Governors' Code of Conduct • Current relevant school information, policy documents and Raising Attainment Plan • Information on the role of governor • Governing Body Policy documents. • Dates and times of whole governing body and sub-committee meetings • Access and information of previous governing body minutes, • Latest governing body report to parent and school newsletters. • Information and access to governor training courses. 	<p><u>Volunteers</u></p> <p>All new volunteers should be given appropriate induction advice, training and resources by either The School Business Manager or The Headteacher. This includes access to...</p> <ul style="list-style-type: none"> • Safeguarding guidance and Child Protection Policy • Volunteer Policy • Health and safety information • Fire and emergency procedures • First aid procedures • Code of Conduct



