The Meadows School

Induction Policy

Updated: April 2019
Date to be reviewed: April 2020
Ratified by Governors: July 2019

Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
1	3/04/2018	Reviewed	N. Hinton	Headteacher
2	9/04/2019	Added Amendment Register Added Table of Contents Added Rational Added page numbers Added paragraph numbers	N. Hinton C. Swoffer	R. Byatt R. Richwood
3	12.12.2019	Reformatted	G Barham	Headteacher

Table of Contents

1. Rationale

This policy has been adopted and written in relation to the Induction policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DFe Policy, Statements and Guidelines.

2. Introduction

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

2.2 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 and governors become familiar with the requirements of their position and learn about the school culture, ethos 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 NQT Induction requirements and probationary periods for support staff, as appropriate.

2.3   The induction process will:

2.31.   Provide information and training on the school's policies and procedures

2.32.   Provide Child Protection training and assess its effectiveness

2.33.   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

2.34.   Contribute to the colleague's sense of job satisfaction and personal achievement

2.35.   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 at the school and gain support to achieve those expectations

2.36.   Identify and address any specific training needs

2.4   The induction programme will include:

2.41.   an induction checklist of the policies, procedures and training to be covered

2.42.   an induction timetable

2.43.   details of help and support available

2.44.   details of work shadowing, if appropriate

2.45.   a diary of induction meetings

2.46.   details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor

2.5 Appendices
- Appendix 1- Induction Checklist for the different roles in school
- Appendix 2- Staff Information
- Appendix 3- Evaluation From

3. Management and Organisation of Induction

3.1. Responsibility for Induction

3.11. The Assistant Headteacher is responsible for the overall management and organisation of induction of new employees, supply teachers, and agency staff

3.12. The HR Manager is responsible for the overall management and organisation of induction of volunteers

3.13. The Headteacher is responsible for the overall management and organisation of induction of Governors

3.2 The person responsible for induction should:

3.21 Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.

3.22. Ensure that immediate needs are identified **before** taking up the position where possible

3.23. Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice

- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated.

4. The Induction Programme

4.1 Induction Programme
The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- a statement of training needs, in particular Child Protection and Health and Safety
- a training timetable
- a checklist of the policies and procedures to be understood
- details of help and support available
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or line manager

Induction programmes should be tailored to specific individuals. Areas which should be considered for each category of staff are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

4.2 Supply Teachers and Agency Staff
All new supply teachers and agency staff should be given appropriate induction advice, training and resources by the Assistant Headteacher. This should include:

- Welcome Pack
- Safeguarding children and children protection policy and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures

- Behaviour management policy
- Relevant information on curriculum, schedules and timetables

4.3 Teaching Staff including Teaching assistants

All new staff should be given appropriate induction advice, training and resources by the Assistant Headteacher. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- Policy documents, including School Improvement Plan
- Year group schemes of work
- Assessment advice, recording, reporting, resources and procedures
- Class lists
- Information on whole school and year group resources, including ICT
- Timetables

4.4 Administrative Staff

All new staff should be given appropriate induction advice, training and resources by the HR Manager. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- School administrative systems and procedures
- Specific job related training such as finance, for recruitment selection administration etc.

4.5 Cleaning Staff and Site Supervisors All new staff should be given appropriate induction advice, training and resources by the Site Manager. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- Specific job related training such as manual handling, use of ladders or kitchen safety

4.6 Student Support Practitioner (SSP)

All new staff should be given appropriate induction advice, training and resources by the SSP Team Leader. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- Specific job related training such as behaviour management

4.7 Governors

All new Governors should be given appropriate induction advice, training and resources by the Clerk to Governors/Headteacher. This may include:

- Induction Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures
- Current relevant school information, policy documents and School Improvement Plan data.
- School brochure including staffing, Ofsted and school performance data
- DfE information on the role of governor
- Dates and times of whole governing body and subcommittee meetings • Access and information of previous governing body minutes
- Information and access to governor training courses.

4.8 Volunteers

All new volunteers should be given appropriate induction advice, training and resources by the HR Manager. This should include:

- Welcome Pack
- Safeguarding children and children protection and Part 1 of Keeping Children Safe in Education
- Health and safety
- Fire and emergency procedures

5. Appendix 1   Student Support Practitioners

Name	
Start date	
Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours & job description			
Staff Code of Conduct Policy			
Safeguarding Policy			
Staff handbook			
Use of mobile phones			
E safety policy			
Site Information, including tour and Fire procedure.			
School forms e.g. overtime			
CPD requirements inc M&H			
Meet with SSP manager			
Meet with Class teacher			

Learning Support Practioner/Assistant's

Name	
Start date	
Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Designated senior staff introduction and forms			
School Handbook			
E safety policy			
Site Information, including tour and Fire procedure.			
School forms			
Behaviour policy and MAPA team			
Communication overview			
Performance Management			
Curriculum overview			
Assessment overview			
First Aid			
Families overview			
Class list			
Meet with Class teacher			
Meet with HR manager			
Meet with SLT			

Teachers, UQT, HLTA's (including supply teachers)

Name	
Start date	
Mentor / buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Staff handbook			
Site Information, including tour and Fire procedure.			
School forms			
Behaviour policy and MAPA team			
Communication overview			
Education visits			
Performance Management			
Introduction to SDP and SEF			
Resources overview			
ICT system			
Curriculum overview			
Timetables			
Assessment overview			
First Aid			
Families overview			
Governors			
Class list			
Meet with Key Stage manager			
Meet with Class teacher			

Meet with HR manager			
Meet with SLT			

Agency Staff

Name	
Start date	
Mentor	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Staff handbook			
Site Information, including tour and Fire procedure.			
Behaviour policy and MAPA team			
Resources overview			
ICT system			
First Aid			
Families overview			
Class list			
Meet with Class teacher			

Admin Staff/Site staff

Name	
Start date	
Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed		Signature
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
School Handbook			
Site Information, including tour and Fire procedure.			
School forms			
Performance Management			
CPD requirements- job specific.			
ICT system			
First Aid			
Families overview			
Governors			
Class list			
Meet with HR manager			
Meet with team leader			
Meet with SLT			

SLT / Governors

Name	
Start date	
Mentor / Buddy	

To be completed within first two weeks

School procedure	Date shown and discussed	With whom	Signature of mentor
School ethos			
Introduction to staff			
Confidentiality			
Daily duties- including working hours and job description			
Code of conduct policy			
Safeguarding Policy			
Designated senior staff introduction and forms			
Staff handbook			
Site Information, including tour and Fire procedure.			
School forms			
Meeting schedules			
Behaviour policy and MAPA team			
Communication overview			
Education visits			
Performance Management			
Personal Care needs			
CPD requirements.			
Introduction to SDP and SEF			
Resources overview			
ICT system			
Marking Policy			
Curriculum overview/topic overview			
Timetables			
Assessment overview			

First Aid			
Families overview			
Governors			
Class list			
Meet with Line manager			
Meet with SLT			

6. Appendix 2 - Staff Information

Policies & Procedures	Tick on completion

Health & Safety – this will include:
    • Provision of / reference to the location of the school policy
    • Information & training in relation to the employee's responsibilities Further training may be necessary depending upon the responsibilities of the post holder	

Fire & Emergency Procedures – this will include:
    • Fire action & other fire notices
    • Location of firefighting equipment
    • Means of raising the alarm including the position of dire alarm points
    • Fire evacuation procedure and means of escape
    • Fire assembly points
Further training may be necessary depending upon the responsibilities of the post holder	

First Aid – this will include:
    • Location of first aid provisions
    • Location of notices bearing details of qualified First Aiders
    • Means of obtaining first aid assistance
    • Policy on providing first aid to pupils
Further training may be necessary depending upon the responsibilities of the post holder	

Policy and procedures relating to:
    • Safeguarding Children & Child Protection including **Part 1 of Keeping Children Safe in Education**
    • Behaviour Management
    • Sickness Absence
    • Special Leave of Absence
    • Performance Development	

DO'S AND DON'Ts

Do	**Don't**
• **Call everyone by their first name**	
• **Treat everyone with respect and dignity**	• Lead pupils by their wrists or push or pull them, however gently • Talk about pupils in front of them without including them • Manually lift or position pupils
• **Encourage pupils to make choices**	
• **Take time to communicate with pupils**	
• **Include all pupils and encourage social interaction**	• Leave pupils unattended
• **Take care when escorting and assisting pupils**	• Be on your own with pupils
• **Avoid physical intervention as far as possible**	• Wear hanging jewellery • Be late for start of day, lessons or breaks
• **Follow the manual handling guidelines**	
• **Follow behaviour management programmes**	• Use your mobile phone in school time
• **Ensure that all wheelchair straps and harnesses are secure • Put wheelchair/equipment breaks on when hoisting**	• Take photographs of pupils on your mobile telephone
• **Wear comfortable, appropriate, casual clothes • Ask questions!**	• Take school cameras home and only take them offsite for school trips
	• Smoke in school

7. Appendix 3
Evaluation and Feedback

This information has been written to help new members of staff settle into school as quickly and comfortably as possible. We hope you have found it useful, accessible and informative. We believe it contains the majority of basic day to day information you will need whilst giving an overview of procedures and routines to be followed in the school. There may be some things that we have missed out.

It would be useful to have your input and response to this information. Therefore, as you use it, please note below any comments or omissions which would enable us to improve the quality of this important information.

What's working well?

What could be improved?

Do you have any specific recommendations for improvement?