

# Wisewood Primary School

## Staff Induction Policy



**WISEWOOD**  
NURSERY & PRIMARY SCHOOL

2026

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## Staff Induction

Our aim is that every new member of staff will be made to feel welcome and given assistance to enable them to become aware of our values, policies and organisation. This Induction Policy sets out the arrangements for the induction of all new staff, volunteers, governors, contractors, trainees, and agency workers at the school. Its purpose is to ensure that every adult working within the school community understands their roles, responsibilities, and legal duties in safeguarding, promoting welfare, and maintaining a safe learning environment for children.

This policy is designed to comply with current UK statutory guidance, including:

- Department for Education Keeping Children Safe in Education (KCSIE)
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Education Act 2002
- The Prevent Duty

We will meet this aim by induction programs appropriate to the position.

This Policy applies to:

- Permanent and temporary staff
- Teaching and support staff
- Volunteers and student placements
- Governors and trustees
- Agency staff and contractors
- Apprentices and trainees
- All adults working in school must complete an induction appropriate to their role before or as soon as possible after beginning work.

## New members of teaching staff

### Application Processes

1. Prior to interview, applicants will have a broad but clear job description. Applicants must know what they are applying to prior to interview.
2. Persons wishing to apply to a position are encouraged to visit the school for a tour.

3. Persons interviewing candidates will have the relevant qualifications and experience. A person who has been safer recruitment trained will always be on the panel.
4. Reference and qualification checks will occur before the post is secured.
5. A DBS check will be taken prior to the staff member starting their new position.

### **New members of teaching staff**

#### **Induction Processes**

1. A safeguarding induction will take place with a senior member of the Safeguarding team.
2. New members of teaching staff will be provided with a staff handbook and signposted to the INOVA policies page.
3. Medical, contact and personnel information will be taken by the office team and entered into our school system.
4. A meeting with the Head of School will take place within the first six weeks of induction.

#### **Supply Staff**

1. Supply staff will be selected from an approved agency.
2. Supply staff will provide confirmation of their DBS at the office when they arrive
3. Supply staff will be given the handbook and shown to their setting.
4. Agency staff on short term supply will not provide intimate care to children ie nappy changes, toilet accidents.

#### **Work Experience & Volunteers**

Work experience students and volunteers are welcome at Wisewood School. They must have their placement approved by the Head of School.

1. Work experience students and volunteers will wear a red lanyard.
2. Work experience students and volunteers will have a safeguarding induction with a member of the safeguarding team.

3. Work experience students and volunteers will not provide intimate care to children ie nappy changes, toilet accidents.

Within the first week, staff will complete:

- Safeguarding induction training
- Prevent awareness training
- Health and safety training
- Behaviour management expectations
- SEND and inclusion briefing
- Curriculum overview (where relevant)
- Confidentiality and information-sharing guidance

### Headteacher

The Headteacher is responsible for ensuring:

- A robust induction programme is in place
- Staff receive safeguarding information before working with children
- compliance with statutory guidance
- induction records are maintained

### Safeguarding Team

The DSL is responsible for:

- Delivering safeguarding elements of induction
- Ensuring staff understand reporting procedures
- Maintaining safeguarding training records
- Providing ongoing updates as required

### Staff Team

All staff must:

- engage fully with induction activities
- read required documentation
- seek clarification where needed
- uphold safeguarding duties at all times

The school will maintain records of:

- completed induction checklists
- policy acknowledgements
- safeguarding declarations
- training attendance
- probation reviews
- Records will be securely stored in accordance with data protection legislation.