



Staff Induction Policy

November 2017

Introduction

It is important that all staff are given induction into the whole staff team. Such induction must begin as soon as possible. All members of the school community are valued and respected as individuals as well as members of the whole school team. New staff are given every assistance in settling into school quickly and happily and are helped to gain a knowledge and understanding of the ethos of the school, the routines and practices that take place and the way in which the whole school runs.

Who supports newly appointed staff?

The line manager will act as line manager and take the newly appointed staff through the induction programme. The line manager is responsible for guiding new staff through the school documentation for whole school issues and for organising any support meetings that are required. They will act as a guide, supporter and advisor on a daily basis.

In addition to the induction process outlined above, newly qualified teachers (NQTs) will also be supported following the guidance issued by the Teacher Training Agency and LA for teachers in their first year of teaching. All other staff in the school have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any questions they may have.

Other in Supporting Roles

New staff members will be encouraged to develop links with appropriate Union and Professional associations.

Financing the Induction Programme

The school will budget for supply cover for the line manager to spend time with the new staff, both in the classroom and/or discussions. NQTs will be entitled to additional non-contact time as set out in the statutory requirements.

The Induction Programme

Aims:

To make all staff feel welcome and at ease in their new environment;

To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team;

To foster positive relationships between existing and newly appointed staff and to embed school documentation;

To enable new staff to understand the aims and ethos of the school and to observe good practice so that it can be reflected in their own work;

To ensure there is a system of support in place.

The Induction Co-ordinator will arrange meeting with line manager.

- To ensure that employees understand and are encouraged to achieve and maintain the standards of performance, conduct and attendance required and that any concerns are addressed in good time there will be a 6 month probationary period. We will review at one month and three months. This will give time to outline to staff any concerns and tell them if there is a risk of not completing a satisfactory probation. These may be after school, during lunch time or during school day if cover can be arranged. The first meeting will be at the beginning of the process before commencement of employment. The line manager will lead the programme which will include:

Meeting with Business manager:

Pre-employment checklist -

Identity Checks for DBS

'Right to work in the UK'

Two References

Medical Screening

Disqualification by Association

Code of Conduct

Business manager will inform DSL of new staff

Meeting with DSL:

Including:

Safeguarding induction including Child Protection

Copy of Safeguarding Policy and e safety policy

Keeping Children Safe in Education Part 1 and Annex A September 2016

Code of Conduct

Whistleblowing Policy

Acceptable Use Agreement Policy to be signed

Prevent training

For Teachers and LSAs:

- Academy policies and statements particularly Key policies
 - Safeguarding policy including Child Protection
 - E safety Policy including Acceptable Use Policy
 - Keeping Children Safe in Education Part 1 and Annex A September 2016
 - Code of Conduct
 - Behaviour management
 - Managing medicines in school
 - First aid
 - Health and Safety Requirement, including
 - fire evacuation procedure
 - welfare facilities
 - accident reporting
 - safety procedures
- Website
- Walk around the Academy
- Aims and ethos of the Academy
- Teacher planning documents
- School Development Plan
- Identification of future training needs
- Professional development record
- Role of subject leader
- Resources
- Working with LSAs
- Open nights and Parent Meetings
- Christmas events
- School Games Day
- Record keeping
- Registers
- Written reports to parents
- Assemblies
- Use of resources
- Photocopier
- ICT resources
- PE equipment in hall and outside (PE leader)
- Assessment

- SEN (Inclusion Manager)

Introduce to staff and arrange meetings including:

- NQT and NQT co-ordinator follow NQT programme if the new teacher is an NQT
- Anti-Bullying Officer
- Inclusion manager
- Timetables and rotas
- Medium term plan (Key stage teams)
- School council

For non-teaching staff:

- Academy policies and statements particularly Key policies (see checklist Appendix 1)
 - Safeguarding policy including Child Protection
 - E safety Policy including Acceptable Use Policy
 - Keeping Children Safe in Education Part 1 and Annex A September 2016
 - Code of Conduct
 - Behaviour management
 - Managing medicines in school
 - First aid
- Walk around the Academy
- Aims and ethos of the school
- Health and Safety Requirement, including
 - fire evacuation procedure
 - welfare facilities
 - accident reporting
 - safety procedures
- Identification of future training needs
- Resources
- Use of photocopier and ICT resources

Equality Statement

At Stourport Primary Academy and Nursery we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school and Nursery, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age (for staff only). We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010.

We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Review of Policy

This policy will be reviewed and evaluated every 3 years.

APPENDIX

1. Staff Induction Training Record
2. Safeguarding checklist

Staff Induction Training Record

Name: Job Title:

Line manager: Job Title:

Initial Meeting with Line Manager:

Items discussed/ Comments
Health and Safety Requirements - Line manager
Including: Fire evacuation procedure Welfare facilities Accident reporting Safety procedures Code of conduct E safety Policy including Acceptable Use Policy Staff induction checklist completed
Signed new staff member:
Signed line manager:

Follow up Meeting (1 month) with Line Manager:

Items discussed/ Comments
Signed new staff member:
Signed line manager:

Follow up Meeting (3 months) with Line Manager:

Items discussed/ Comments
Signed new staff member:
Signed line manager:

Safeguarding Checklist

Name

	Signed	Date
Safeguarding Policy - discussed with DSL Copy received		
Code of conduct - read and signed compliance		
Leaflet - Safeguarding advice		
Leaflet - safer working practice for staff in education settings		
Complaints procedure		
Behaviour policy		
Whistleblowing Policy		
Keeping Children Safe in Education part 1 and Annex A		
Acceptable User Policy		
Prevent e learning		